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ABSTRACT

The responsibilities and privileges of the University of Georgia faculty are explained in the 1976-77 handbook. It was prepared for use as a first source and reference for faculty members, and was not intended to be definitive on policy matters. Major sections of the guide deal with: history and purpose of the university; organization; faculty participation in university government; personnel policies; university facilities and services; and social, cultural, and recreational opportunities. (LBH)

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THE UNIVERSITY OF GEORGIA FACULTY HANDBOOK 1976-1977

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FOREWORD

The purpose of this handbook is to explain the responsibilities and privileges of the University faculty. The handbook contains information that answers the questions most frequently asked by faculty members regarding the University's organization, policies, services, and facilities. It is prepared for use as a first source and ready reference for faculty members; it is not intended to be definitive on policy matters. More precise definitions, special cases, and additional details can be obtained from the appropriate offices or publications from which these materials were gathered.

Every effort has been made to insure the accuracy of the information contained herein. However, policies and practices are subject to change. Also, there may be certain practices unique to a specific school or college. Detailed information on day-to-day operations is made available periodically and maintained in the office of each department head.

I want to take this opportunity to express my warm appreciation to my three administrative interns, Professors Don Canerday, Aleene Cross, and Don Cadwallader, who collected, compiled and edited material for this handbook.

S. W. Pelletier
Provost

FROM THE PRESIDENT

Ten or fifteen years ago, this booklet would not have been necessary. The University was a smaller place then, quieter, calmer, less subject to the exigencies of legislation and the tides of social change. We communicated more frequently and less formally. Our problems seemed somehow less frustrating, our challenges less imposing. Our purpose was perhaps not so broad, our vision not quite so far-reaching.

Those placid and uncomplicated days are gone forever, of course. The astounding growth of the past decade has enlarged the University not only physically, but in mission and outlook. Our faculty-staff-student population is larger than that of many Georgia towns, our annual budget far outstrips the budget of any county in the state and every city budget except Atlanta's. Operating an institution of this magnitude is a complex and demanding business. Our actions and activities are closely governed by the constraints of law and by the force of public opinion. Financial strictures, political pressures and social demands strongly influence the kind and quality of educational experience we can provide.

In order to function effectively and with purpose in this kind of atmosphere, we must have firm and precise standards, policies and procedures. Rules and regulations are antithetical to the tradition of academic freedom, and our life and the conduct of our business would be far simpler without them. But the enormous and unyielding pressures and demands of our society have made it imperative that we discipline the free-spirited adventure of teaching and learning just as we have restrained almost every other aspect of our lives. We have no choice.

The purpose of this booklet is to set forth important information about The University of Georgia. The booklet describes the function and purpose of various administrative, academic and support units on campus. It explains policies and operational procedures by which we are governed, and it sets out certain regulations we must follow. And, the booklet provides information about advantageous programs, activities, services and benefits available to University of Georgia faculty members.

Several things are clearly discernible in this material. One is that The University of Georgia is indeed an institution of diversity and complexity. Another is that for all of its largeness and potential impersonality, the University still recognizes and respects the dignity of the individual and each person's innate right to professional, social and cultural growth. Underlying the entire booklet is a theme that has been

expressed repeatedly in the last few years but that can never be overemphasized: that The University of Georgia is an institution of quality, dedicated to the advancement of knowledge and learning and committed to the unfettered development of human spirit and potential.

A decade ago, we did not need this booklet. Today—when the challenges are so compelling, the opportunities so promising and the expectations so lofty—today, we cannot do without it.

Fred C. Davison

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SECTION I.

THE UNIVERSITY: HISTORY AND PURPOSE

The University of Georgia was incorporated by an act of the General Assembly on January 27, 1785, whereby Georgia became the first state to charter a state supported university. The prior year the General Assembly had set aside 40,000 acres of land to endow a college or seminary of learning. The first meeting of the board of trustees was held in Augusta on February 13, 1786, at which time Abraham Baldwin was selected to be president of the University. Baldwin, a native of Connecticut and a graduate of Yale University who had come to Georgia in 1784, drafted the charter adopted by the General Assembly. In 1801 a committee of the board of trustees selected a land side for the University. John Milledge, later a governor of the state, purchased and gave to the board of trustees the chosen tract of 633 acres on the banks of the Oconee River in northeast Georgia. Josiah Meigs was named president of the University and work was begun on the first building, originally called Franklin College in honor of Benjamin Franklin and now known as Old College. The University opened in 1801 and graduated its first class in 1804.

The purpose of The University of Georgia is summed up in its motto: "To teach and to inquire into the nature of things." Thirteen schools and colleges, with institutes and auxiliary divisions, conduct the University's programs of teaching, research and service.

SECTION II.
ORGANIZATION

The University of Georgia is one of several institutions of higher education under the general administration of the Board of Regents of the University System of Georgia. The organizational structure within the University is composed of the administration, the academic divisions or schools and colleges, the institutes and centers, and the non-academic divisions which include the office of student affairs and the office of business and finance.

Administration

BOARD OF REGENTS

The Board of Regents posseses the power: (1) to make such reason- created in 1931 by an Act of the General Assembly of the State of Georgia, thus placing all state supported institutions of higher education under the jurisdiction of a single board. The Board is composed of one member from each of the ten congressional districts in the State, and five additional members from the State at large, who are appointed by the Governor and confirmed by the Senate.

The Board of Regents possesses the power: (1) to make such reasonable rules and regulations as are necessary for the performance of its duties; (2) to elect or appoint professors, educators, stewards, or any other officers necessary for all of the schools in the University System, as may be authorized by the General Assembly, to discontinue or remove them as the good of the system or any of its schools or institutions may require, and to fix their compensations; (3) to establish all such schools of learning or art as may be useful to the State, and to organize the same in the way most likely to attain the ends desired; (4) to exercise any power usually granted to such corporation, necessary to its usefulness, which is not in conflict with the Constitution and laws of this State. The Board is authorized to consolidate, suspend, and/or discontinue institutions, merge departments, inaugurate or discontinue courses, and abolish or add degrees. Where similiarity in names among the several institutions gives rise to confusion, the Regents may rename the same.

The Board meets monthly and occasional visits are made to the various Schools within the system to view "on the job" performance. Officers of the Board of Regents are the Chairman, Vice Chairman, Chancellor, Vice Chancellor, Executive Secretary, and Treasurer. The offices are at 244 Washington Street, Atlanta, Georgia.

CENTRAL ADMINISTRATION OF THE UNIVERSITY

The President

The President, who is elected by the Board of Regents, is the chief executive officer of the University. He is a member of the University and of the faculty of each of the several schools, colleges, and divisions. He serves as the chairman and presiding officer of the University Faculty and of the University Council. He has the authority to appoint such committees and other groups as he deems necessary to aid in the performance of his duties. The President exercises such supervision and direction within the University as he deems necessary to achieve the general goals of the University and to insure maximum efficiency and coordination of the efforts of the institution.

The President is the official medium of communication between the faculties of the University and the Board of Regents and between the students and the Board of Regents. His decisions in all matters relating to University Policy and interpretation of the University Statutes are final; however, any person or organization may appeal such decision to the Board of Regents by letter through appropriate University administrative channels.

Chief Officers

The chief officers of the administration are the Provost, the Vice President for Instruction, the Vice President for Research, the Vice President for Services, the Vice President for Business and Finance, and the Vice President for Development and University Relations. These officers are appointed by the president with the approval of the Board of Regents and shall hold office at the pleasure of the president.

The Provost is the chief executive officer to the president, and in the absence of the president acts in his place. He assists the president with all internal operations of the University, with particular attention being given to academic programs. Matters of faculty appointments, promotions, tenure, rank, and salaries are objects of study by him and under his direct supervision. He makes recommendations to the president for appointments to administrative positions such as vice presidents, deans, directors and department heads, and assists the president in seeing that the functions of these positions are properly executed.

With the advice of the vice presidents and deans, the Provost recommends the annual budget to the president. He reviews proposed new programs, and changes in curricula, and makes periodic studies of various phases of established programs. He also advises the president on the long-range planning of all aspects of the University.

The Provost is responsible for the following units which report to his office: Botanical Garden, Computer Center, Division of Public Safety, Division of Student Affairs, Georgia Museum of Art, *The*

Georgia Review, Office of Institutional Research and Planning, and The University of Georgia Press.

The Provost is a member *ex officio* of the faculty of each school or college in the University including the Graduate Faculty. He is also a member of the University Council, the Executive Committee of the Council, and of all committees deemed appropriate by the president. In the absence of the president, he is the presiding officer of all bodies over which the president normally presides.

The Vice President for Instruction exercises general supervisory responsibility over the University's instructional activity, including the University curriculum, academic regulations, and the development of new programs. The University Libraries and the Offices of Admissions, Registrar, the Honors Program, the Special Studies Program, and Instructional Resources report directly to him. All faculty appointments in each instructional unit, all recommendations for tenure, salary, leaves, and budget amendments must receive his approval before presentation to the provost and president. His office is responsible for campus space assignment to the instructional units and for scheduling. He is the University officer responsible for instructional grants and contracts. He is also a member, *ex officio*, of each faculty, including the Graduate Faculty, and of the University Council.

The Vice President for Research is responsible for the coordination and correlation of the research program of the University, including the General Research program, the research programs of the Agricultural Experiment Stations, and affiliated research programs conducted in cooperation with other public or private agencies, institutions and industries. He administers the sponsored research program of the University and the several research institutes, including the Marine Institute, the Institute of Ecology, the Institute of Natural Resources, and the Institute for Behavioral Research. He is responsible for providing services to University researchers through the Research Shops, the Cartographic Laboratory, and Central Research Stores. He is responsible for the University Research Park and for liaison with the agencies and laboratories located in the Park. He supervises the patent program of the University. The Vice President for Research maintains liaison with federal agencies supporting research, foundations and industries, and provides information about their research programs to members of the faculty.

The Vice President for Services coordinates and gives direction to the broad program of extension and public service of the University. This includes programs of the Cooperative Extension Service, the Georgia Center for Continuing Education, the Institute of Government, the Institute of Community and Area Development, the Rural Development Center, the Marine Extension Service and Center, the Institute of Continuing Legal Education, Extended Services in Veterinary Medicine, the Bureau of Field Services in Education, the Institute of Higher

Education and all of the outreach programs of the schools and colleges.

The principal mission of the Office of Vice President for Services is to make available appropriate University resources to meet the needs of the people of the state and region. This is accomplished through a working relationship, with academic deans and heads of extension and public service units.

The Vice President for Business and Finance functions as the chief business and financial officer of the University and is responsible for the business and financial administration of the University. The business and finance administration of the University is divided into several divisions and departments, and the duties and responsibilities of each of these offices are described under Business Affairs (pp. 20-23).

The Vice President for Development and University Relations has responsibility for all programs involving alumni relations, communications and philanthropic support. His mission is to provide and maintain effective channels of communication among the administration, faculty, students, and staff, and the numerous external publics of the University; to maintain effective relationships with alumni; to create an awareness of the financial needs of the University which cannot be funded by legislative appropriations, and to develop and implement programs by which these needs can be met.

Academic Divisions

SCHOOLS AND COLLEGES

The University Colleges and Schools and their dates of establishment as separate administrative units are: The Franklin College of Arts and Sciences (1801), the School of Law (1859), the School of Pharmacy (1903), the College of Agriculture which includes the Agricultural Experiment Stations and the Cooperative Extension Service (1906), the School of Forest Resources (1906), the College of Education (1908), the Graduate School (1910), the College of Business Administration (1912), the Henry W. Grady School of Journalism (1915), the School of Home Economics (1918), the College of Veterinary Medicine (1946), the School of Social Work (1964), and the School of Environmental Design (1969). In addition, the University has some administrative units operating outside of any school or college and some that cut across college lines.

Deans of Schools and Colleges

A dean of each school or college within the University is appointed by the president with the approval of the Board of Regents and holds office at the pleasure of the president. The dean is the chief executive officer of his school or college; his duties and powers are outlined in the *Statutes of The University of Georgia.*

Faculties of Schools and Colleges

The faculty of each school and college, with the exception of the Graduate School, consists of the president, the provost, the designated vice presidents, and its dean, professors, associate professors, assistant professors, and instructors.

The Graduate Faculty consists of *ex officio* members and appointed members. The *ex officio* members are the president of the University, the provost, the designated vice presidents, the Dean of the Graduate School, the Director of Libraries, and the dean of each school or college currently authorized to offer programs leading to graduate degrees. The appointed members are those members of the faculties of the various schools and colleges of the University who have been appointed by the president upon the recommendation of the Dean of the Graduate School. An *ex officio* member, if circumstances warrant, may also be an appointed member of the Graduate Faculty.

The faculty of a school or college possesses the fullest measure of autonomy consistent with the maintenance of general University educational policy and standards, and of correct academic and administrative relations with the governing authorities of other divisions of the University.

Subject to the right of revision by the University Council on all matters affecting general University policy, the faculty of each school or college has authority to determine the entrance requirements for its own students; to prescribe and define courses of study for them; to determine the requirements for such degrees as may be offered by the school or college; to enact and enforce rules for the guidance and government of its students in their University work; to recommend for degrees such candidates as have fulfilled degree requirements; and, in general, to exercise jurisdiction over all other educational matters in the school or college.

All changes in the program of a school or college or other budgetary unit which involve budgetary questions are submitted for approval to the president through the appropriate vice president and provost.

Department and Divisions

A department is an administrative subdivision of a school, college, or other unit of the University organized for the purpose of conducting programs in instruction, research, and service. Subject to the direction of the faculty of its school or college, the faculty of a department is responsible for the program of studies offered by the department, and has power to determine such matters as do not affect relations with other departments.

The head of a department is appointed by the president with the approval of the Board of Regents and upon the recommendation of the dean, appropriate vice president, and provost, after consultation with

the members of the department. A department head shall hold office at the pleasure of the president, and the powers and duties of this position are listed in the *Statutes of The University of Georgia.*

Upon the recommendation of the dean or deans affected, the president may create a divisional form of organization embracing those departments whose work is closely related. The divisional chairperson is appointed by the president with the approval of the Board of Regents, and shall hold office at the pleasure of the president. The chairperson of a division is responsible for correlating the instructional, research, and service programs of departments within his division. In particular he or she is responsible for the scope and quality of courses which cut across departmental lines.

Institutes, Centers and Extension Services

THE GEORGIA CENTER FOR CONTINUING EDUCATION

The Georgia Center for Continuing Education has been designated as the focal point for The University of Georgia's continuing education program. Through the Georgia Center all of the University's colleges, and institutes offer continuing education opportunities to Georgia's adults through residential and off-campus instructional programs. The University has vested in the Georgia Center for Continuing Education a wide range of resources to provide supporting services to units of the University and their faculties and to insure that the University's programs of continuing education are coordinated in an equitable and reasonably consistent manner.

Charged with the responsibility of providing continuing credit and noncredit education opportunities for adults of the state, the Center offers programs both on and off campus, and operates the University's educational television station WGTV. The Center building on campus provides facilities for conferences, short courses, workshops and institutes, including bedroom and dining accommodations. The building also houses television studios, the administrative offices for the off-campus centers, extension classes, independent study, and various service operations.

It is the policy of the University that continuing education programs conducted under the auspices of or sponsored by the University or any of its subdivisions other than the Cooperative Extension Service and Marine Resources Extension shall be registered or scheduled with the Georgia Center for Continuing Education whether they are conducted in the residential facility of the Georgia Center or at other locations on or off campus. Continuing education refers to non-traditional credit offerings, non-credit institutes, short courses, conferences, workshops, seminars and the like which are intended and conducted primarily for the instruction of adults whose major life activity is employment or homemaking rather than attending school. The Georgia

Center will also be responsible for supporting services and for insuring that continuing education programs conducted in the name of the University comply with the policies and procedures established by the University for its continuing education programs.

THE INSTITUTE FOR BEHAVIORAL RESEARCH

The Institute for Behavioral Research (IBR) is a multidisciplinary research organization. Its purpose is to encourage a pooling of the expertise of staff members and graduate students from such departments as Sociology, Psychology, Political Science, Geography, Economics, and Educational Psychology in behalf of an attack upon significant social and behavioral problems. The IBR obtains research support for an expanding spectrum of interdisciplinary research projects. At the national level, it provides assistance to investigators seeking funds in support of research from government agencies or private foundations. At the state level, the Institute participates in a broadly based program directed at securing a maximum utilization of human resources in the state and region. At the local level, IBR provides several specific vehicles to integrative research across the behavorial sciences; it also provides research support to selected areas of the student personnel program.

THE INSTITUTE OF COMMUNITY AND AREA DEVELOPMENT

The Institute of Community and Area Development (ICAD) is organized to conduct applied research on specific problems and potentials affecting the growth and development of individual communities in the state and the nation. The Institute also provides consultative services and factual information as well as organizes and conducts educational meetings, such as conferences, workshops, and leadership seminars. Staff members frequently are called on to serve in a supporting role in state and area wide efforts sponsored by other agencies.

Except for its director and associate director, ICAD's professional staff members have joint appointments with academic departments or other service units. This joint-staffing arrangement provides a direct link with other units of the University, enabling the Institute to draw on the full range of University resources and talents. The close liaison that ICAD maintains with University teaching, research and service programs supplements its direct capabilities.

THE INSTITUTE OF CONTINUING LEGAL EDUCATION IN GEORGIA

The Institute of Continuing Legal Education in Georgia represents the combined efforts of The University of Georgia School of Law, the Law Schools of Emory and Mercer Universities and the State Bar of Georgia in providing a continuing legal education program for the Georgia lawyer. The Institute is the educational arm of the State Bar.

Twenty-five or more seminars a year are held to keep lawyers abreast of changes and new developments in the law. Courses are held at the Georgia Center for Continuing Education, The University of Georgia School of Law and in cities throughout Georgia.

INSTITUTE OF ECOLOGY

The Institute of Ecology, which is headquartered in the Ecology Building, coordinates diverse ecology programs. Members represent the following departments, schools, colleges, or units of the University: Botany, Entomology, Geography, Microbiolgy, Zoology, Agriculture, Forest Resources, Environmental Design, Institute of Natural Resources, Marine Institute at Sapelo Island, Health Services, Computer Center, and the Savannah River Ecology Laboratory. The Institute operates four laboratories on the campus, a computing facility, a mobile laboratory, and conference facilities. The Institute of Ecology operates multidisciplinary research programs in radiation ecology, thermal ecology, and temperate forest ecology and supports research programs in marine and tropical ecology.

THE INSTITUTE OF GOVERNMENT

The Institute of Government is committed to developing better government for the people of Georgia. It provides educational training programs for governmental officials, and keeps them abreast of the latest developments in their fields. The Institute also studies particular problems in regions of the state and supplies expert opinions on how that region may improve its programs and/or facilities. It offers consultation and advice to those with special needs, and it researches general governmental matters for both state and local governments.

The Institute offers a wide variety of servies through its five divisions: Governmental Research and Services, Police Science, Corrections, Legislative Research, and Governmental Training. In addition, working with the department of political science, the Institute coordinates the activities of the off-campus Masters of Public Administration degree program. Functioning as an organic part of the University, many of the Institute's professional force are joint-staffed with other schools, colleges and units of the University.

INSTITUTE OF HIGHER EDUCATION

The Institute of Higher Education is administered by the College of Education, and with its establishment in 1964, the resources of the University were formally made available to all two-year and four-year colleges in the state. Specifically, the purpose of the Institute of Higher Education is to provide resources for the professional development of administrators, faculty members and research workers. To this end, the Institute's staff members are concerned with curriculum development, program evaluation, institutional research, man-

agement support skills, and overall institutional effectiveness. Funding, depending on the specific project, has been provided by Title III of the Higher Education Act, the Education Professions Development Act, state funds and contracts with individual colleges.

The Faculty Development in Georgia Program, a continuation of the original charge to the Institute that it should help develop faculty for the state's colleges, is one example of the unit's activities. It provides the opportunity each year for 11 faculty members in Georgia colleges, public or private, to continue their graduate education at the University. Faculty members are selected not only on the basis of their individual potential, but also on the needs of their institution and its plans for the future.

INSTITUTE OF NATURAL RESOURCES

The Institute of Natural Resources is responsible for implementing and fostering research and training programs centered around the state's natural resources, and problems attending their development. Institute endeavors are mainly in coordinating programs and expertise pertaining to: (1) marine sciences and technology available to coastal resources; (2) biological resources such as fish, wildlife, and forests; and (3) utilization of water and mineral resources in a manner compatible with the rest of the state's economy.

SKIDAWAY INSTITUTE OF OCEANOGRAPHY

This Institute at Skidaway Island, near Savannah, was established and funded by the Ocean Science Center of the Atlantic Commission and transferred, as a unit, to the Board of Regents of the University System of Georgia. The Director of the University's Institute of Natural Resources serves as chairman of the Skidaway Executive Committee. The Vice President for Research and one other University faculty member are members of that Committee, along with representatives of four other institutions. Scientists at Skidaway concentrate on applied aspects of marine resource development. Current projects involve aquaculture, hydrography, geochemistry, and water quality studies related to pollution.

UNIVERSITY OF GEORGIA MARINE INSTITUTE

The University of Georgia Marine Institute, located on Sapelo Island, is administered by the Office of the Vice President for Research. The primary research objectives of the Institute relate to the estuaries, salt marshes, and continental shelf waters in the region surrounding Sapelo Island. Major biological research emphasis is related to aspects of productivity of the salt marsh, estuarine, and inshore environments. Geological research interests include the entire barrier island salt marsh system with emphasis on geologic history and development, animal-sediment relationships, and sedimentology.

THE MARINE EXTENSION SERVICE

The Marine Extension Service is administered by the Office of the Vice President for Services through the Director of the Sea Grant Program. The Marine Extension Service is an educational effort whose primary objective is to improve the efficiency of commercial shrimpers and fishermen in the state. Educational programs are offered also to the seafood processing industry. A cadre of marine specialists is located at Brunswick.

THE MARINE EXTENSION CENTER

The Marine Extension Center, located on Skidaway Island is a part of the Marine Extension Service. The Center contains conference rooms and classrooms, applied research laboratories and an aquarium displaying marine life typical to the area. A wide variety of educational activities occur at the Center including conferences, short courses, workshops, public lectures and credit and non-credit course offerings. A dormitory with food facilities for program participants adjoins the Center.

OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING

Institutional Research and Planning is responsible for collecting, organizing, processing and analyzing data on all aspects of the operation and management of the University. This data includes student and faculty information, staff and space utilization, cost analyses and program objectives and efficiency. In addition, it projects plans for the University's future growth and the development of new programs, trying to foresee unanticipated demands on the institution. One of the major tasks is the development of a University data bank that can rapidly supply information for the many reports the University must make. This network channels information from various sources into the data bank, which is linked to the University's computer center.

COOPERATIVE EXTENSION SERVICE

The Cooperative Extension Service is an educational outreach effort of The University of Georgia College of Agriculture and the U.S. Department of Agriculture with the cooperation of the counties of the state. Administratively, it is an integral part of the University. It was created by the Smith-Level Act of Congress in 1914 which provided for the Department of Agriculture to join with the states in conducting off-campus educational programs relating to agriculture, community and resource development, home economics, and youth development.

Specialists in more than 20 subject matter areas are available to assist county Extension personnel and, through them, the people of the state in planning programs and carrying out recommended practices.

The specialist, administrative and supervisory staff numbers over 150, most of which are located on the Athens campus. Some are located in other areas including the Rural Development Center at Tifton and Georgia Southern College at Statesboro. Over 450 personnel are located in 156 of Georgia's 159 counties.

The Extension Service acts as an educational service arm for the University and provides information and various programs to the people of the state. Staff members are representative of both the University and USDA. In their dual roles they carry out broad educational programs based on research developed in the Experiment Stations and elsewhere. County-wide program development boards function in each county under the leadership of the Extension Service County Agents.

Major areas of service include agricultural engineering, agronomy, animal science, clothing and textiles, community and resource development, dairy science, economics and farm management, entomology, equipment, family economics, food and nutrition, food preservation, food science, forestry, home furnishings, home management, horticulture, housing, human development, interior design, landscape architecture, marketing and utilization, plant pathology, poultry science, tourism, and veterinary medicine. Youth development which includes the 4-H Club program utilizes all of these major areas of service. Special programs are also carried out with resource development and rural area development including the work of the Area Planning and Development Commissions. The Extension Service is working increasingly with management problems, agri-business firms and urban people.

THE RURAL DEVELOPMENT CENTER

The Rural Development Center, located at Tifton, is administered by the Cooperative Extension Service. Housed in the Center are a variety of personnel such as rural development coordinators. Cooperative Extension specialists, and personnel for other service units of the University as well as other cooperating units within the University System. The Center is a focal point for bringing to bear the educational resources of the University to deal with problems of rural citizens. A four-thrust program comprises the activities of personnel at the Center: (a) agricultural and forestry production, (b) marketing and utilization, (c) community development, and (d) manpower training.

Non-Academic Divisions

STUDENT AFFAIRS

The Office of Student Affairs has as its primary goal the responsibility for providing programs, functions and services to students in

such a way as to enhance their education while at the University. This is done through various departments which work directly with students and other members of the University community in the following areas:

(1) Dean of Student Affairs Office—provides leadership, coordination, and budgetary supervision for the entire division; offers general advisement including an information office.

(2) Student Judicial Affairs Office—processes alleged violations of University regulations including academic irregularity; maintains conduct records.

(3) Student Religious Affairs—coordinates campus ministry with University community; works with campus Ministeria Association.

(4) University Housing—supervises residence halls and married housing accommodations including all programs; provides off-campus housing information.

(5) Graduate and Married Student Affairs—provides non-academic information, programs and counseling for graduate and married students.

(6) International Student Affairs—provides counseling and advisement for international students and acts as responsible officer for U.S. Department of State Exchange-Visitor Program; coordinates community activities with international students.

(7) Student Financial Aid and Veterans Affairs—provides financial assistance through loans, scholarships, work-study program, V.A. benefits.

(8) University Health Service—provides complete physical and mental health facilities; specialty clinics for dermatology, women's health care, surgery, weight control, allergy and immunizations; is an accredited college hospital and operates 24 hours a day when the University is in session.

(9) Student Activities/University Union—coordinates all extracurricular activities; publishes the *Student Handbook;* coordinates and distributes the *Student/Faculty Directory;* processes University I.D. cards; registers student clubs and organizations.

(10) Testing, Evaluation and Career Counseling Center—provides counseling for students who are undecided about a major and/or career; administers and scores psychological and other tests.

(11) Career Planning and Placement Services—provides information for student employment while attending the University and after graduation; offers career exploration and planning advisement; maintains personnel files and resume services and continuing career counseling for graduates and alumni.

BUSINESS AFFAIRS (Office of Business and Finance)

Accounting Division. The Accounting Division consists of five departments. General Accounting is responsible for the installation and

administrative direction of all general accounting records and procedures and for the preparation and interpretation of institutional financial reports. The Accounts Payable Department examines all accounts, claims, and demands against The University of Georgia and makes payment for all of the University's legally incurred obligations for materials and services other than payroll. The Payroll Department is responsible for rendering all payroll payments to employees of The University of Georgia. The Accounts Receivable Department controls, collects, and maintains records of monies due the University. Indirect Cost Studies is a unit whose primary mission is the preparation of the indirect cost proposal and related matters.

Budget Office. The Budget Department is responsible for the development, implementation, maintenance, and control of University budgets, based on allocations approved through appropriate academic and administrative processes. Expenditure Control is broken into two sections. The Encumbrance and Disbursement Section provides a centralized and coordinated review of the propriety and control of requests for departmental encumbrances and non-personal service expenditures within approved budgeted funding. The Payroll Section's primary responsibility is to insure that payroll payments to University employees for services rendered are made within amounts authorized by and in accordance with budgeted allocations.

Treasury Division. Under the Treasury Division are: The Banking and Trust Department which is responsible for the receiving and custodianship of all University funds and securities and the administration of endowment funds, student agency and student aid funds, and approval of student fee deferments; the Loans Department which is charged with the responsibility for the fiscal administration of the various student loan programs and funds; and the Contracts and Grants Department which is charged with the responsibility for the fiscal administration of all contracts, grants and other agreements entered into by the University for the conduct of research, instruction, and public service.

Business Services Division. Materials Management is divided into Central Office Supply which warehouses and issues office supplies upon request of University departments; Central Receiving which inspects and redelivers incoming commercial shipments; Property Control which is responsible for the development of policies, standards and guidelines for the effective management of supply and equipment inventories, and for equipment utilization and maintenance, and for purchasing analysis, and Procurement which is responsible for the acquisition of materials and contractual services. Auxiliary and Administrative Services include the University Bookstore, Campus Transit System, Food Services, University Golf Course, Printing, ROTC Uniform Store, Vending, Campus Mail, Central Duplicating and Records Management.

Personnel Services Division. The Personnel Department is responsible for administrative matters concerning all classified positions at the University. The Staff Benefits Department is responsible for administering fringe benefit programs such as Teachers' Retirement System of Georgia, Employees Retirement, Group Health Insurance, Group Life Insurance, Tax Deferred Annuities, Deferred Compensation, Group Long Term Disability, Workmen's Compensation, and Student Insurance.

Physical Plant Division. Physical Plant is responsible for the operation and maintenance of the University's physical facilities. This encompasses responsibility for building maintenance and repairs, minor building alterations, maintenance of mechanical and electrical systems, custodial services, and related activities. Attendant responsibilities include operation of utility systems, maintenance of roads and grounds and landscaping. The operational responsibility for the campus bus system, the charter bus service and the motor pool also lies with the Physical Plant Division.

SECTION III.

FACULTY PARTICIPATION IN UNIVERSITY GOVERNMENT

University Faculty

The University Faculty consists of the president, the provost, the vice presidents, the deans, directors, professors, associate professors, assistant professors, and instructors.

The University Faculty meets at least twice a year upon the call of the president who is the presiding officer. One of the regular meetings is held in the fall quarter, and at this meeting the president reports on the state of the University.

University Council

The Universiy Council consists of one hundred and twenty-eight members. The *ex officio* members of the University Council, whose number shall not exceed 30 of the total membership include: the president of the University (who shall be the chairman and presiding officer of the Council), the provost, the vice presidents, the deans of the schools and colleges, the Dean of Student Affairs, the Director of Libraries, the Registrar (who shall be the Secretary of the Council), the President of the Student Body, and the President of the Alumni Society. The remainder of the Council consists of elected members chosen from the faculty and students of the University. Any member of the faculty is eligible for election to the University Council, provided he has been a member of the faculty of The University of Georgia for at least three years. Any student is eligible for election to the University Council if he is a regularly enrolled full-time student of sophomore level or above in one of the schools or colleges of the University and is in good academic and disciplinary standing as defined by the Council and the individual schools and colleges.

The Council meets once each quarter of the regular academic year. The time and place of the regular meetings are determined by the presiding officer. A special meeting may be called by the presiding officer of the Council or upon written petition which must be addressed to the presiding officer, and signed by at least twenty members of the Council. Notice of a regular or special meeting is sent by the Secretary to each member of the University Council ten days in advance of the meeting.

The powers and jurisdiction of the Council include: general educational policy, welfare of the entire University, regulation of student

conduct and activities, creation of committees, and amendments to the statutes. (See *Statutes of The University of Georgia* for details.)

The standing committees appointed by the Council include: University Council Executive Committee, Educational Affairs Committee, Curriculum Committee, Admissions Committee, Library and Instructional Aids Committee, Faculty Affairs Committee, Committee on Student Affairs, Committee on Facilities, and Committee on Intercollegiate Athletics. (See By-Laws of the University Council for membership and duties of the committees.)

SECTION IV.
PERSONNEL POLICIES

Appointments, Promotions, Retirement, Resignation, and Dismissal

EEO POLICY

In keeping with the University's commitments made under the Affirmative Action Compliance Program, matters of race, color, sex, national origin, or religious belief will not be considered in any decision regarding appointments or promotions. Department heads, deans and committees should base their consideration of a candidate on his or her qualifications as a teacher, researcher, and member of the academic community.

REQUIREMENTS OF EMPLOYMENT

The following forms must be completed by a new faculty member as a condition of employment.

1. State Security Questionnaire.
2. Loyalty Oath Form.
3. Physical Examination Form completed by a licensed physician.
4. Application for membership in Teachers' Retirement System of Georgia.
5. Withholding Exemption Certificate (Form W-4).
6. University Patent Agreement.

New faculty members should at the same time complete the following forms:

1. Request for Faculty-Staff ID Card and for any Dependent ID cards.
2. Insurance Enrollment Cards
   a. Group Life Insurance
   b. Long Term Disability Plan
   c. Health Insurance
3. Parking sticker request(s).

A new faculty member should be prepared to provide proof of academic achievement(s) (i.e. degree certification statements, diplomas, transcripts).

APPOINTMENT TO ACADEMIC RANK

New appointments to academic rank originate within the department. A complete dossier is sent to the dean of the school or college for approval, who in turn transmits it to the appropriate vice president for review. The vice president then forwards his recommendation to

the provost for action. The president, if he approves the appointment, transmits the candidate's papers to the Chancellor's office. No appointment is final until it has been approved by the Board of Regents.

An appointment to rank of instructor is considered temporary, and for subsequent appointment or promotion to the rank of assistant professor, all requisites for that rank must be satisfied. The minimum requisite for appointment to the rank of assistant professor, or higher, is the doctoral degree in fields where one is usual, or its equivalent in terms of training and experience in areas where the doctoral degree is not usually given. The requirement for appointment to associate professor rank is, in general, distinguished overall performance with regional and emerging national stature in one's specialty. Only individuals who are believed to possess the stature and potential for eventual promotion to the rank of full professor are appointed as associate professors. The general requirement for appointment to the rank of full professor is distinguished overall performance and strong national and/or international stature in one's field. Visiting, courtesy, or adjunct appointments are expected to meet the same standards as those for regular faculty appointments. (See section on "Promotions in Academic Rank" for general requirements for each rank.)

RESEARCH PROFESSOR

The position of Research Professor is intended to encourage incumbents to continue demonstrated and significant academic pursuits which will contribute to a favorable national/international reputation for generating and disseminating knowledge. Further, the title of Research Professor shall be used to designate those persons (1) who are academicians recognized for their creative and original contributions to knowledge, and (2) whose work promises to continue to foster significant new concepts and understandings, both theoretical and empirical.

A Research Professor's primary characteristic is skill in conducting systematic and comprehensive investigations and analyses in order to determine value-criteria relationships with laws, motivating forces, or generalizations so as to establish principles in one or more disciplines of knowledge. The Research Professor's work shall be at the highest levels of creativity in the theoretical or applied sectors of his or her discipline and this shall be affirmable by recognized national and, where fitting, international leaders in that discipline.

Research Professors are expected to serve the University through research, service, and teaching with research predominating. Normally a Research Professor shall be allotted three-fourths research time for scholarly and creative efforts.

Appointments to Research Professorships are made to recognize outstanding accomplishments and, as well, to provide the impetus for continuing achievement at that and higher levels. To this end Research Professors usually will hold a 12-month appointment and will be

assured of strong budgetary support from the departments of their disciplines. Moreover, the dean of the appropriate college or school and the Vice President for Research specifically will budget items for support personnel, travel for professional purposes, and other needs.

The title Research Professor may be conferred on a faculty member of The University of Georgia at the time of initial appointment or at a later date. A Research Professor may be nominated by a group of tenured faculty members, a department head, or by the Vice President for Research. It shall be the responsibility of the nominator(s) to assemble a full dossier on the candidate, including documentation to show the candidate's extraordinary reputation among a broad segment of his professional colleagues as well as evidence of both his past and expected continued research performance.

The dossier shall be submitted to the dean of the school or college concerned and to the Vice President for Research. The dean and the vice president shall jointly appoint an *ad hoc* committee of five professors rated in the upper five per cent of scholars in their discipline to make a preliminary review of the candidate; this committee shall include capable persons from other disciplines in the University as well as at least one faculty member from another comparable institution. The committee shall review the dossier of the candidate and forward a recommendation to the dean and the Vice President for Research who will review the committee's recommendation and forward it along with their recommendations to the provost.

The provost usually will also appoint an *ad hoc* committee to review the candidate's credentials. Its charge will be to assure that the candidate is, at the least, an acknowledged national leader in his or her specialty. The candidate's accomplishments, including publications, should be innovative and pacesetting, as well as leading to significant new understanding of concept, principles, and accomplishments in the candidate's discipline. To gain approval at this level, the candidate must be equivalent in stature to distinguished professors in the candidate's field at the nation's prestigious universities. After review of the *ad hoc* committee's report, the provost shall make his recommendation to the president of the University. If appointment is to be made, it must be approved finally by the Board of Regents, is for a five-year period, and is subject to review for reappointment.

Inasmuch as Research Professorships are special University-level appointments, the implementation of the concepts embodied in this appointment shall be a shared responsibility of the department head of the discipline involved, the dean of the college or school concerned, and the Vice President for Research. This responsibility shall include distribution of the Research Professor's time, the salary, and other essential budgetary support.

On the basis of an annual report of research, service, and teaching, and other professional activities, the appropriate Dean and the

Vice President for Research shall evaluate the performance of each Research Professor. This shall be done after consultation with the department head concerned and in keeping with the responsibilities and endeavors of the Research Professor being evaluated in order to determine his or her salary and budgetary support for the following year.

Within six months of the end of a five-year period of appointment the appropriate dean and the Vice President for Research shall appoint an *ad hoc* committee, constituted like that used in the process of nomination, to review the performance of the Research Professor. With the committee's report, the dean and the Vice President for Research shall make a recommendation to the provost as to whether or not the faculty member shall be reappointed as a Research Professor. The provost may follow the initial appointment procedure before making a recommendation to the president.

If not approved in a review, an appeal may be made to the provost and adjudication shall be by a committee appointed by the provost and composed of members selected by the same guidelines as those for the provost's original *ad hoc* committee.

The timing and sequencing of the activities of Research Professors shall be negotiated by them with the department head of the Research Professor's discipline, the dean of the appropriate college, and the Vice President for Research. Modifications of the normal expectations of duties shall be made cooperatively by the same group of four persons.

The policies herein are to become effective July 1, 1975, with the following exceptions: (1) no Research Professor on or after July 1, 1975, may hold an administrative position, and (2) all Research Professors whose appointments are effective on or before July 1, 1975, will undergo their first term reviews in the spring of 1978.

SPECIAL PROFESSORSHIPS AND ENDOWED CHAIRS

The stature of a faculty member holding a special professorship or endowed chair is on the level of the stature of Alumni Foundation Distinguished Professors, Regents' Professors, and Research Professors in The University of Georgia. The candidate must be one of the leaders in his field—that is, a truly exceptional research scholar. The change from professor to a special professorship or endowed chair is not regarded as a lateral one, but one involving recognition of exceptional merit and distinction. The candidate's publications must be innovative and pacesetting and the result of his work should lead to a significant new understanding of concepts and work in the field. An appointee to a special professorship or enowed chair must be equivalent in stature to distinguished professors in the candidate's field at the nation's leading universities.

APPOINTMENT TO NON-TENURED ACADEMIC POSITIONS

Appointments as visiting faculty as well as adjunct and courtesy appointments are expected to meet the same standards as regular faculty appointments. Visiting and temporary staff members may be appointed for year-to-year periods with the acdaemic titles of assistant, or full professor.

EMERITUS STATUS

The Board of Regents may confer, at its discretion, the title of "emeritus" on any retiring professor, associate professor, or administrative officer who, at the time of his retirement, has had ten years or more of honorable and distinguished service in the University System. The conferring of this title is by Board action taken upon the recommendation of the President of The University of Georgia and upon the recommendation of the Chancellor and the Committee on Education.

Nominations for emeritus status originate within the department and should carry the endorsement of the tenure-level faculty of the department. Persons with emeritus title are entitled to march in academic processions, to receive University publications, to avail themselves of the libraries and other facilities, to obtain a parking permit, if desired, to obtain athletic tickets at faculty prices, to represent the University on appointment at academic ceremonies of other institutions, and in general take part in the social and ceremonial functions of the University.

GRADUATE FACULTY APPOINTMENT

The main responsibilities of the members of the Graduate Faculty are to teach graduate students effectively, to do scholarly research and creative work of high quality, and to direct the work of graduate and/or postdoctoral students. Since the Graduate School encompasses a wide variety of graduate programs, the criteria for high quality and creative work will vary from program to program, and consequently, criteria for membership should reflect this range of variation. The following are general criteria indicative of the ability to fulfill these several responsibilities: (1) the possession of the highest earned degree in the candidate's field or a national stature in the field, (2) a demonstrated potential to successfully direct doctoral candidates, (3) effective teaching of graduate courses, (4) the planning and directing of programs of graduate students and the direction of theses and dissertations, (5) research as indicated by the publication of books and articles through scholarly refereed journals or publication houses; and creative activities appropriate to various disciplines, (6) editorial work, such as serving on the editorial boards of scholarly journals and university presses, the editing of scholarly books, and the professional reviewing of manuscripts for scholarly journals and presses,

(7) scholarly, critical book reviews, and abstracts, (8) recognition of scholarly attainment and creative contribution by awards, prizes, grants, and fellowships, and (9) the judgment of a candidate by recognized scholars in the applicant's field at this or other universities. In judging the fitness of an applicant for the Graduate Faculty, no single criterion is used. The primary considerations are whether the faculty member is now an active, effective teacher and productive scholar. (See Criteria for Appointment or Reappointment to the Graduate Faculty.)

PROFESSIONAL APPOINTMENTS

Certain positions without academic rank are regarded as professional appointments. They include certain positions in the Library, in public service and extension programs, in research and instructional programs, in the Division of Student Affairs and certain administrative positions throughout the University. Professional appointments are from year to year and carry no tenure. Some examples of professional titles include (but are not limited to) Librarians I-V, Lecturer, Public Service Assistant, Public Service Associate, Senior Public Service Associate, Research Associate, Extension Associate, Extension "AE" and Administrative "A." Personnel holding professional appointments enjoy certain faculty benefits and privileges.

TENURE AND REAPPOINTMENT REGULATIONS

(Adopted by the Board of Regents, February 12, 1975.)

1. It is intended that these tenure policies shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustment to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies, and approved by the Board of Regents, shall be incorporated into the Statutes of an institution.
2. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency.
3. Only assistant professors, associate professors, and professors who are normally employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. Faculty members with adjunct appointments and aliens shall not acquire tenure.
The term "full-time" is used in these tenure regulations to denote

service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.

4. Tenure may be awarded, upon recommendation by the president and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank instructor at the same institution. Such credit for prior service shall be defined in writing by the president and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher.

5. The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years. provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.

Aliens are excepted from these maximum time regulations, but an alien who would otherwise have become eligible for tenure had he/she been a citizen may be awarded tenure upon attainment of citizenship.

6. The maximum period of time that may be served at the rank of full-time instructor shall be seven years.

7. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

8. Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the president of his institution, with a copy of the notification forwarded to the Chancellor.

9. An annual report shall be made to the president by each unit of the institution on the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Individuals who have been retained in a full-time faculty status at the institution for a period

in excess of seven years without the award of tenure shall be identified by name and justification for such retention given. These reports shall be available for public inspection.

10. Notice of the intention not to reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule:

(a) at least three months before the date of termination of an initial one-year contract;

(b) at least six months before the date of termination of a second one-year contract;

(c) at least nine months before the date of termination of a contract after two or more years of service in the institution.

11. A tenured faculty member, or a non-tenured faculty member before the end of his contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements:

(a) conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed;

(b) professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;

(c) sale or distribution of illegal drugs; teaching under the influence of alcohol or illegal drugs; any other use of alcohol or illegal drugs which interferes with faculty member's performance of duty or his responsibilities to the institution or to his profession;

(d) physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;

(e) false swearing with respect to official documents filed with the institution;

(f) disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;

(g) such other ground for dismissal as may be specified in the Statutes of the institution.

12. Each institution, as a part of its Statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution.

At the time of printing of the Handbook, certain modifications of the above Regents' policy as it applies to the University had been recommended by the University Council and had been sent to the Chancellor's office. After study by the Chancellor's staff, the regulations

were returned with certain editorial changes. The revised document is currently being reviewed by the University Faculty Affairs Committee. If it is approved by the Regents, it will supplement the above Regents' regulations. The revised document is presented below.

Section 3. Tenure and Reappointments

a. *General.* The tenure policy shall be that adopted by the Board of Regents of the University System of Georgia on February 12, 1975, as amended, supplemented by the provision of this section. This policy applies to all faculty members whose initial date of employment is July 1, 1975, or later, or to those employed earlier who elect to be governed by these regulations. It does not replace or obstruct any current procedures of departments or schools to evaluate nontenured faculty employed prior to July 1, 1975, and to recommend the nonrenewal of contracts of those who do not meet departmental requirements.

b. *Instructors.* The maximum period of time that may be served at the rank of full-time instructor is seven years.

c. *Assistant Professors.* A faculty member holding the rank of assistant professor will be evaluated (Section e, below) by the appropriate department or school not later than the fifth year of service to the University, except that a faculty member originally hired as an instructor shall be evaluated not later than the fifth year as assistant professor or not later than the ninth year of combined services, whichever comes earlier. A faculty member employed before July 1, 1975, who elects to be governed by the Regents' tenure policy adopted February 12, 1975, and who has more than five years of service as of July 1, 1976, shall be evaluated prior to July 1, 1978.

d. *Associate and Full Professors.* When a faculty member's first connection with the University is in the capacity of a full professor or associate professor, or when a faculty member is promoted to these ranks without tenure, the faculty member shall be eligible for tenure recommendation after an initial period of service as called for by Regents' tenure policy adopted February 12, 1975. These faculty members shall be evaluated by their respective departments or school as set forth in section e. below no later than the fifth year of service to the University.

e. *Evaluations.* The outcome of the department or school evaluation may be one of five decisions:

(1) The individual merits tenure and promotion, and the unit will recommend such actions through the designated administrative channels.

(2) The individual merits promotion, and the unit will recommend promotion through the designated administrative channels.

(3) The individual merits tenure, and the unit will recommend tenure through the designated administrative channels, with the provision that the entire dossier prepared by the unit will be forwarded to the president.

(4) The individual merits retention for one more year or until evaluated for the purpose of recommending action (1) or (2) or (3) above or (5) below.

(5) The individual's contract ought not to be renewed and the department head, as the authorized representative of the president, shall give written notice of nonrenewal in accordance with the following schedule: (a) at least three months before the date of termination of an initial one-year contract; (b) at least six months before the date of termination of a second one-year contract; (c) at least nine months before the date of termination of a contract after two or more years of service in the institution. Further, notice of nonrenewal will be given no later than the end of the sixth year of service.

f. *Procedures.* The guidelines for recommendation for tenure shall be formulated on a departmental basis by the tenured faculty and submitted through the designated administrative channels. The tenured faculty of the department will make recommendations for tenure, which will be forwarded to the dean of the college through designated administrative channels for his decision. The dean may review the recommendation and in conjunction with the tenured faculty of the department endorse or reject that recommendation. If the recommendation is endorsed, the dean will forward it to the president of the University through designated administrative channels for his decision.

TENURE FOR LONG-TERM FACULTY MEMBERS

The following memorandum (March 3, 1976) from the Office of the Provost to Deans, Directors and Department Heads explains University policy for long-term, non-tenured assistant professors.

"During the past year considerable thought has been given to the plight of long-term, non-tenured assistant professors. Many of these individuals have spent a major share of their professional careers at the University and have made important contributions to this institution. In the interest of fairness and in recognition of long service, I believe that special consideration should be given to this group of faculty.

"In discussing this situation with President Davison, I recommended that tenure be granted to any assistant professor who will have served twelve or more years of full-time, continuous service (.75 EFT) at the University of Georgia by July 1, 1976, and who is recommended for tenure by his/her department head and dean or director, as appropriate. (Time spent as a full-time instructor will count toward this twelve years of service.) President Davison enthusiastically endorsed

this proposal and presented it to the Vice Presidents and later to the assembled Deans at a meeting on March 1, 1976. The recommendation was endorsed by each group.

"I am asking that you review the tenure status of each non-tenured assistant professor in the category described above, and make a recommendation to his office by March 19, 1976. The President will make his recommendation to the Chancellor in time for the April meeting of the Board of Regents. Because the Board acts on tenure nominations only once a year, it is important that your recommendations be in this office on time. Your help in preparing the recommendations is appreciated."

PROMOTIONS IN ACADEMIC RANK

Each candidate for promotion is judged on the basis of his performance in assigned and budgeted duties as indicated by complete and careful documentation of his teaching performance, research activities, public service, publications, and other contributions. The department head or dean should clearly and adequately document the qualities which make the candidate a superior teacher, researcher, or service individual. In general, candidates for promotion should be distinguished in at least two of these areas: teaching, research, public service. (Unlike public service, service in University and departmental governance is expected as part of each faculty member's regular academic duties.)

Teaching in its various forms constitutes a central function of the university; therefore, the University's accountability to its students and to the citizens of the State requires that excellence in teaching be encouraged and rewarded. Every teaching faculty member is expected to be an effective teacher, and this is especially true of tenured faculty members. No teaching faculty member should be nominated for promotion to tenured rank without documented and convincing evidence of his superior teaching effectiveness.

Research and creative scholarship can ordinarily be documented in terms of the publications of the candidate; however, evaluation of publications should be qualitative rather than merely quantitative in nature. A university professor should be a scholar as well as a teacher. He has an obligation to contribute to the store of knowledge in his field as well as to disseminate the knowledge derived from the work of previous investigators. In a state university it is esential that some research be mission oriented. Important accomplishments in solving major problems, including improvements in the economic status of industries or quality of life, is recognized in assessing qualifications for promotion.

The public service program of The University of Georgia is an organized educational activity, combining knowledge with teaching, responsive to all levels of life in the larger society which sustains the

institution. The public service function is the outreach of the university to society at large, with major emphasis upon the application of knowledge to the solution of problems with which people are confronted in a society that is ever changing and becoming more complex. It is a vital part of the University and the demands for quality here are no less rigorous than those of the more traditional areas. Contributions for the service program of the university carry equal weight with contributions to the university's other objectives. While it is admittedly difficult to evaluate performance in public service programs. it is the responsibility of those making nominations to develop and document the criteria for evaluation of performance in these programs.

What a faculty member accomplishes during a given period is far more important than the length of the period itself. Nevertheless, certain minimum periods in rank are expected. Under the usual circumstances, the minimum time in rank for an assistant professor is four years, and for an associate professor, five years. This guideline is not to be construed as prohibiting a candidate of outstanding merit from earlier promotion; it simply describes what will obtain in the usual situation. Candidates recommended for promotion in less than these periods must be especially meritorious.

Promotion recommendations originate in the department. The department head should meet with the tenure-level members (associate and full professors) of his faculty and thoroughly discuss candidates for promotion. In cases involving promotion to full professor, only full professors should be involved. The appropriate faculty group should make a recommendation by written ballot on each candidate to the department head and the record of this vote (by yeas, nays, and abstentions), should be made a part of the promotion dossier. A minority report of the appropriate faculty group shall be included in the documentation if the minority wishes to submit such a report. In case a department head's or dean's recommendation is contrary to the vote of the faculty promotion body, he need not forward the nomination but should provide in writing a full explanation of his recommendation.

For a detailed discussion on the promotion procedures, see *Guidelines for Promotions and Appointments.*

EMPLOYMENT OF FAMILY MEMBERS (NEPOTISM POLICY)

Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University appointment and promotion standards as set forth in these policies. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of the foregoing.

COMPULSORY RETIREMENT

All employees of the University System subject to provisions of the Teachers' Retirement Law shall retire at the end of the fiscal year during which they reach the age of 67.

RESIGNATIONS

Faculty members are requested and expected to give reasonable notice before terminating their appointment. Notification of resignation should be presented early enough to obviate hardship to the department and the University and to provide continuity of duties. All tenured faculty members employed under written contract for the fiscal or academic year of three quarters shall give written notice of their intention to resign to the president of the institution or his authorized representative, postmarked no later than February 1, immediately preceding the expiration of the contract period.

DISMISSAL OF FACULTY MEMBER

The president may remove any faculty member with tenure, or a nontenured faculty member *before* the end of the term specified in his/her contract for cause. Adequate cause for dismissal will be related directly or substantially to the fitness of the faculty member in his professional capacity. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens. The grounds and procedures for dismissal shall be determined by the Chancellor and/or in accordance with the *Policies of the Board of Regents.*

The Board of Regents approved (March 26, 1975) the procedures for consideration of dismissal of faculty members with or without tenure. The procedures provide for "due process" and a description of these procedures follows.

Non-Tenured Faculty Member

Each year, on or before the dates specified in Regents' Tenure Regulations, *Policies,* page 119, paragraph 10, and immediately preceding the expiration of a contract period, the president of an institution, or his authorized representative, shall, in writing, advise all non-tenured faculty members and other non-tenured personnel employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand, or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his or her contract and subsequent or future employment, if any,

shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

Tenured Faculty Member

These procedures shall apply only to the dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of the term specified in his/her contract.

The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual agreement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the president whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the president.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.
4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the president or his designated representative.

Provision for Hearing Committee

A dismissal as defined above shall be preceded by statement of charges or causes (grounds for dismissal) if so requested, including a statement that the faculty member concerned shall have the right to be heard by a faculty hearing committee.

The Hearing Committee shall consist of not less than three or more than five impartial faculty members appointed by the Executive Committee (or its equivalent) of the highest legislative body of the faculty, from among the members of the entire faculty (as defined by the *Policies of the Board of Regents*) of the institution.

Members of the Hearing Committee may serve concurrently on other committees of the faculty. The Hearing Committee will meet as a body when it is called into session by the Chairman of the body which selected them either at his discretion or upon the request of the president or the faculty member who is subject to dismissal.

When the Hearing Committee is called into session, it shall elect a chairman from among its membership. A member should remove himself/herself from the case, either at the request of a party on his/her own inititative if he/she deems himself/herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause; provided however, that all challenges whether with or without cause shall be made in writing and filed with the Chairman of the Hearing Committee at least five days in advance of the date set for the hearing. The Chairman shall have the authority to decide whether a member of the Committee is disqualified for cause. If the Chairman determines that a member is so disqualified or if a Committee member removes himself/herself from a case, the replacement shall be made in the same manner as the original Committee was selected. If the Chairman is thus removed, the Committee shall elect a new chairman after Committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

Dismissal Procedures

In all instances where a hearing is requested the following hearing procedures shall apply:

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or he/she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;
2. The Hearing Committee, in consultation with the president and the faculty member, may exercise its judgment as to whether the hearing should be public or private;
3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel;
4. At the request of either party or the Chairman of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer;
5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed;
6. An oath or affirmation shall be administered to all witnesses

by any person authorized by law to administer oaths in the State of Georgia;
7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;
8. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence;
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Committee determines that the interests of justice require the admission of his/her statement, the Committee will identify the witness, disclose his statement and, if possible, provide for interrogatories;
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters, shall be decided by the Chairman or presiding officer;
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record;
12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee;
13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will be so reported to the president. If the president does not approve the report, he should state his reasons in writing to the Committee for response before rendering his final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The president may or may not follow the recommendations of the Committee;
14. After complying with the foregoing procedures, the president shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered.

The letter shall clearly state any charges which the president has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Executive Secretary of the Board within twenty (20) days following the decision of the president. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon;

15. Upon dismissal by the president, the faculty member shall be suspended from employment without pay for the date of the final decision of the president. Should the faculty member be reinstated by the action of the Board of Regents, he/she shall be compensated from the date of the suspension.

FACULTY GRIEVANCE PROCEDURE

The purpose of a grievance procedure is to resolve grievances promptly and fairly when the normal supervisor-supervisee relationship has failed to do so. As defined by the U.S. Department of Health, Education and Welfare, a grievance is "a matter of personal concern or dissatisfaction to an employee and the resolution of which is subject to the control of the management" and a complaint is "an informal unwritten statement of a problem for which an employee seeks a solution through supervisory channels." Most matters of concern should be discussed with the immediate supervisor and he/she will endeavor to resolve the complaint to the mutual satisfaction of the employee and management. If the supervisor cannot resolve the complaint to the satisfaction of the employee through informal means, then the employee may file a written grievance.

The University intermediate grievance hearing committee, in addition to an EEO Counselor as *ex officio* member, shall consist of three voting members, one from the University grievance hearing panel — 20 or more individuals appointed by the president proportionate in numbers to the University's five categories and representative of women and minorities — by the "striking" method with the complaint having the first "strike," and two other members, one selected by each party to the complaint. The grievance can be appealed to a grievance hearing committee of five voting members in addition to the University EEO officer, who is chairperson. Three voting members are to be selected from the Grievance Hearing Panel by "striking" and each of the parties to the grievance will select one.

The University's plan calls for three processes: informal, formal and appeal. The informal process is as follows: within 30 days after the alleged discrimination act the complainant (aggrieved party) should contact the EEO counselor in his/her employment area or choose an

EEO counselor to discuss whether or not there is an actual grievance, or if the individual wishes to carry it further. If the situation requires more discussion (i.e., some investigation for more information), a written complaint addressed to the counselor within the complainant's area of employment, such as the college, school or institute, is required. Within five working days of receiving the written complaint the EEO counselor must notify each party in writing of the complaint and try informally to reach a resolution.

The formal process is as follows: if no informal settlement seems possible within 12 working days after the written complaint was made, the EEO counselor notifies the EEO officer in writing of the need for intermediate hearing and have the complaint and respondent select, by means of "striking," the grievance panel member (most acceptable to both) who will serve on the intermediate committee. The counselor gets from the complainant and respondent the names of two individuals they are selecting for the committee, since they are each responsible for asking their own member of choice to serve, and the counselor clears a time and place for the hearing and notifies all involved. The formal hearing of the intermediate committee must be held within 12 working days after the complaint is referred to the committee. Wihin 10 working days after the hearing is completed the intermediate committee shall: issue a written decision based on the facts, with a determination of appropriate remedy; send copies of this decision to the complainant, the respondent, the appropriate dean or director of the work area involved, and the EEO officer.

The appeal process is as follows: if the complainant is not satisfied with the findings of the intermediate committee, or with the decision of the appropriate dean or director, the complainant may appeal. This appeal must be filed in writing within five working days after the appealing party has received notice of the intermediate committee's findings and the dean's or director's decision and must be filed in writing with the EEO officer. The EEO officer, or his/her designate, shall within 12 working days after the written appeal direct the setting up of a University grievance hearing committee, by having the complainant and the respondent select by means of "striking" three members from the grievance hearing panel and having the complainant and respondent each select a person within the University community, but not from the hearing panel, to be on the committee. Upon accepting notice of appeal, in writing, the hearing committee shall, within five working days, notify both parties of the appeal and its reason and of the time and place of the formal hearing. The formal hearing must be held within 12 working days of the appeal, if possible. After reviewing all the evidence, the grievance hearing committee shall, within 10 working days after the hearing's close, issue a written decision and determination of the appropriate remedy. A copy of this is to be submitted by the EEO officer to the president for review.

Upon receiving the grievance hearing committee's recommendations, the president shall, within 10 working days, notify the EEO officer and both parties to the complaint in writing of his/her action regarding the recommendations. Final appeal, as in all grievances, may be made to the Board of Regents.

Graduate Study by Faculty Members

A faculty member with the rank of assistant professor or higher may not earn a graduate degree at The University of Georgia. Full-time faculty members may carry a maximum of 6 hours credit per quarter. Fees will be based on the number of credits carried.

Extra Compensation Policy

Extra compensation may be paid to faculty and professional staff participating in public service programs conducted by The University of Georgia provided the following criteria are satisfied.

1. The work is done in addition to a normal full load.
2. No qualified person within the institution is available to perform the work as part of his normal load.
3. The additional duties will not interfere with the performance of regularly assigned teaching or research responsibilities.
4. The program produces sufficient income to pay extra compensation.

Full-time administrative or service-budgeted faculty members are not eligible for extra compensation for service activities which are a part of their regularly assigned duties and responsibilities.

Faculty members who teach continuing education credit courses on an overload basis under General University Extension or Cooperative Extension are eligible for payments for such courses.

LIMITATIONS ON EXTRA COMPENSATION

Eligible faculty and professional staff may receive extra compensation to the extent of fifty (50) hours per quarter, but not exceed one hundred fifty (150) hours per fiscal year. All time for which faculty receive extra compensation is chargeable against this limitation while the faculty member is under contract. Academic year faculty are considered to be under contract for the period of September 1 to after June commencement. Employment for summer teaching and/or research, for purposes of this policy, extends the contract period through August 31. Fiscal year faculty are considered to be under contract for the period of July 1 through June 30.

EXTRA COMPENSATION

The maximum contact hour rate of pay is dependent on rank and qualifications of an individual. The current rates of compensation can be ascertained by contacting the Office of the Vice President for Services.

The number of hours to be charged against the quarterly and annual limit shall be computed by dividing the total amount of the requested extra compensation by the maximum rate of pay allowed the individual.

The maximum daily limit which may be paid to an individual shall be $140 per day, except where approval by both the Vice Presidents of Service and Instruction has been obtained. The contract hour rate includes compensation for preparation time. In instances where the program or service is conducted at locations more than 50 miles from Athens, extra compensation for one (1) contract hour equivalency will be allowed for travel time. The daily limitations on extra compensation will still apply as will the quarterly and annual limits placed on participation.

Extra compensation for grading papers in the Independent Study program and preparation of Independent Study materials shall be considered instructional services within this policy.

The maximum hourly rate compensation for participating in *studies or preparation of special educational materials* shall be equal to one-half of the hourly rate of instructional services.

For purposes of this policy the studies referred to are those conducted on behalf of communities, groups, and agencies as a part of the University service program. They generally are characterized by the gathering of data related to a particular problem, the organization and analysis of this data in such a way as to increase understanding and provide insights into the problem, and the presentation of alternative courses of action which are available to the communities, groups, or agencies.

Special educational materials as used in this policy refer to those materials of special significance and continuing value which may be needed for a particular program and which may be used in future programs. Agreements for the preparation of this material should be in writing and include quantitative, qualitative, and time specifications as well as any other pertinent considerations.

The number of hours to be charged against the quarterly and annual limit of 50 hours per quarter or 150 hours per year shall be computed by dividing the total amount of compensation for the studies by the maximum rate of pay which shall be allowed the individual for instructional services.

The maximum rate of pay for *consultation* shall be $20 per hour, not to exceed $100 per day. Consultation, for purposes of this policy,

refers to the rendering of technical assistance to communities, groups, and agencies outside The University of Georgia. The number of hours to be charged against the quarterly and annual limit of 50 hours per quarter or 150 hours per year shall be computed by dividing the total amount of compensation for the service by the maximum rate of pay allowed the individual for instructional service.

ACADEMIC DIRECTORSHIPS

For programs of unusual complexity, faculty members are frequently needed to serve as academic directors. The responsibilities of academic directors vary from program to program and these should be clearly understood by parties concerned. Duties of the academic director shall be performed as part of the faculty member's regular load on a release-time basis, and/or wherever possible, in lieu of summer teaching. It is, therefore, not to be considered for extra compensation. However, in programs which are not deemed to warrant the assignment of an academic director, but for which planning and evaluation assistance is required beyond that normally provided by the co-sponsoring school or college, extra compensation may be paid for that assistance at a rate of $20 per planning hour. This time is to be charged against the quarterly and annual limit in the manner prescribed for consultation hours.

APPROVAL TO PAY EXTRA COMPENSATION

Advance approval to pay extra compensation to faculty and staff must be obtained by written request. The request should be made by the budgeting unit needing the service for which it will pay, and directed to the dean of the appropriate school/college in which the faculty member is employed. The request must be approved by the department head, the dean, the Vice President for Instruction and the Vice President for Services with initials of other administrative personnel as required by the two Vice Presidents.

Payment of extra compensation to graduate students will be permitted in exceptional cases where permission is obtained from the Dean of the Graduate School in addition to approval of other appropriate persons as outlined above.

ELIGIBILITY OF FULL-TIME ADMINISTRATIVE AND SERVICE-BUDGETED FACULTY MEMBERS TO RECEIVE EXTRA COMPENSATION

Full-time administrative or service-budgeted faculty and staff cannot receive extra compensation where either of the following conditions exist:

1. Where the unit of the University on whose budget the faculty or staff member appears also controls the account from which extra compensation is to be paid.

2. Where the unit of the University on whose budget the faculty or staff member appears is a major sponsor of the program.

Additional factors which must be given careful review are the *clientele* to be served by the faculty or staff member's participation; and the *function* which the faculty or staff member will perform. Individuals should not be paid extra compensation for participation in programs which serve the same clientele as that which the faculty or staff member was employed to serve. Nor should he receive extra compensation to perform essentially the same function as that for which he was employed.

Requests for extra compensation of full-time administrative or service-budgeted faculty or staff must be accompanied by a written statement of justification which (1) identifies the unit controlling the account from which extra compensation is to be paid (2) satisfies the question of sponsorship, (3) reviews the relationship between the regular responsibility of the faculty or staff member and his function in the proposed service program, and (4) justifies his compensation for services to the clientele of the service program.

For purposes of the extra compensation policy, a person is considered to be service-budgeted if one-half or more of his contract is paid from a service budget.

Research Policies and Procedures

The Office of the Vice President for Research has established policies which are applicable to all areas of organized research activity. Research policies, however, are subject to all policy matters included in the University *Statutes* and to Board of Regents' policies found in *Policies of Board of Regents of University System of Georgia.*

NON-DISCRIMINATION IN EMPLOYMENT

In keeping with University policies, research units follow a policy of non-discrimination in employment.

PATENTS

University policy for patents is administered by the University Patent Officer and a Patent Committee with responsibility for reviewing disclosures by faculty members and staff. A complete statement of the University's Patent Policy may be found in the section "Patent Policy."

CONFLICTS OF INTEREST

When a University faculty member engaging in sponsored research has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid conflicts of interest between his research obligations and his outside interests and other

obligations. A complete policy statement concerning possible conflicts of interest is available from the Office of the Vice President for Research.

SALARIES IN PROPOSAL BUDGETS

Salary amounts shown on applications to sponsoring agencies are not firm commitments, nor is the University committed to the exact amounts shown. Salary amounts shown on proposal budgets are estimates and should be submitted in line with regular University salaries for similar positions.

SALARY INCREASE DATES

Salary increases for all University employees are permitted on an annual basis. Increases may be given on July 1 of each year or at the grant's anniversary date, but not both. Renewal of a grant or transferring from one account to another does not constitute justification for a salary increase where the individual is performing similar duties or has similar responsibilities. Because an individual is paid from grant funds does not exempt him from the policies set forth for all employees.

SALARY INCREASE LIMITATIONS

The guidelines for limitation of salary increases set by the Board of Regents and the president of the University each year apply to all personnel, whether paid from sponsored or non-sponsored funds. The source of availability of funds is not the controlling factor.

TITLE TO EQUIPMENT

Most granting agencies give title to equipment purchased on contracts and grants to the University. Certain agencies, however, retain title to equipment purchased on contracts and grnats; this equipment is subject to the agencies' jurisdiction upon completion of the project. The University has procedures for identifying and controlling property purchased on grants and contracts.

PROCESSING DOCUMENTS

All documents pertaining to sponsored research grants and contracts must be processed through the Office of General Research or the Agricultural Experiment Station Office. The following documents pertaining to General Research activities may be sent directly to the Business Office by those units not reporting directly to the Office of General Research: Procurement documents (Purchase and Check Requests, Purchase Orders, Shipping Releases, Change Orders, etc.); payroll vouchers and time cards; travel authorizations (domestic only).

COMPUTER SERVICES

Computer services available to University faculty engaged in re-

search activities are described in the University Facilities and Services section under *Computer Center.*

RESEARCH SHOP SERVICES

Services of the shops administered through the Office of General Research are available to all faculty members. To make use of the shops' services, faculty members should contact the shop manager of the appropriate unit. "General Research - Services" forms should be authorized by the department head or the individual in charge of the appropriate account.

STUDENTS SUBMITTING RESEARCH PROPOSALS

No research proposal will be accepted for submission from graduate or undergraduate students except for proposals submitted to agency programs specifically designated for this purpose. Students are encouraged to apply for support through a faculty member serving as major professor or sponsor.

CONSULTING FOR REMUNERATION

No University employee shall receive extra compensation as consultants or honorariums on any research budget. The University does have a policy which permits extra compensation under certain circumstances for persons involved in public service activities. That policy, however, does not apply to University employees engaged in research activities.

RESEARCH TIME

Since a primary function of The University of Georgia is the continued search for new knowledge and the refinement of knowledge in all fields in which its faculty is active, interested, and competent, faculty members can expect encouragement and assistance from the University in pursuing these interests. To this end, state money is used to pay a portion of a faculty member's salary for engaging in research activities. A faculty member may be placed on the research budget upon recommendation of his department head, dean, and other appropriate administrative offcers.

SUMMER RESEARCH

A limited amount of state money is available for salaries of those persons on nine-month appointments who wish to engage in research during the summer quarter. Determining which faculty members receive summer research money is the responsibility of the faculty member's department head and dean.

Patent Policy

The University of Georgia Patent Policy is one of the most complete and equitable patent policies in use by a university today. Rights of inventors, the University, and any sponsors of an invention are clearly and fairly established. Each new employee is required to sign a brief patent agreement as a condition of employment. A copy of the "Patent Policy," along with the agreement, is available from the office of the Vice President for Research.

Publications

REPORTING RESEARCH PUBLICATION

The Office of General Research, University of Georgia, has a form "General Research Publication Report" which faculty members submit as they have research published. Divisions and departments should maintain a supply of these for faculty use. A portion of the Annual Report of The Office of General Research is taken automatically from these reports.

COPIES TO LIBRARY

Faculty, divisions, and departments are asked to send the following to the "Gift & Exchange Section" of the Main Library as items are published: 5 copies, at least, of department publications, except those items supplied for exchange with comparable institutions; 2 copies of faculty publications, including reprints of articles published while connected with the University; and 3 copies of student publications, through faculty advisor.

Consulting

Outside consulting by members of the faculty is authorized provided:

(1) That such activity does not interfere with regular and punctual discharge of official duties;

(2) That such activity be reasonable in amount;

(3) That such activity not create a conflict of interest with the University; and

(4) That faculty members wishing to engage in such activity receive prior written approval from the dean or head of a major University unit.

It is the responsibility of the head of each unit to implement this policy in a manner consistent with the needs of the respective units.

Gratuities

A member of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

Policy Guidelines for Fund Raising

In the broadest sense the purpose of the Development Office is to create an awareness of the financial needs of The University of Georgia which are not provided by State or Federal support and to systematically implement a plan by which these (dollar) needs can be met. The following policy is hereby set forth:

> "No solicitation of gifts of funds or property shall be made by anyone for the benefit of the University, or any agency thereof, without the prior approval of the President or his delegated representative."

Any dean, director, faculty or staff member who wishes to undertake any type of fund-raising program or solicitation of contributions in the name of the University from alumni, business, industry, foundations or friends, or who seeks to establish a fund-raising program, including "Associate," "Friends" or similar groups, should follow the guidelines established for this purpose.

All gifts shall be processed either by deposit or transmittal form through the Gifts Receiving Department of the Development Office for proper accounting and acknowledgement.

"Gifts" and "fund raising" shall not be construed as to refer to proposals to business, industry, foundations or other private sources for research, instructional, or service grants and contracts under which specified projects are to be conducted. The appropriate vice president will, however, inform the Office of the Vice President for Development and University Relations of such proposals as they come to his attention and of any awards that are made from such private sources.

Before undertaking informal discussions with any potential donor for the support of a new program, there should be conversations with the appropriate department head, dean and vice president. If and when it appears to be timely to submit a formal request in writing, this should be reviewed by the same vice president, who before authorizing its submission, will review it with the executive officers of the University.

Any written request to undertake a fund-raising program or solicitation of contributions from alumni, friends, business, industry, the local community, or The University for Development and University

be submitted to the Vice President for Development and University Relations for review, coordination, and counsel.

Included in this category are the following:

(a) Plans to raise funds from alumni on an annual recurring basis, similar to or as part of the Alumni Fund solicitation. This does not pertain to programs already recognized and approved.

(b) Establishment of an "Associates" or "Friends" program designed to solicit financial support.

(c) Special fund-raising efforts appealing to the University's constituencies in behalf of scholarships, memorial funds, fellowships, aid programs, professorships, endowed chairs, etc.

(d) Plans to add or re-assign faculty or staff members to fund raising responsibilities or to retain outside professional counsel to conduct fund-raising activities in the University's name.

(e) All private Foundation proposals should be coordinated for information through the Office of the Vice President for Development and University Relations. The procedure for public grants remains the same.

Any questions concerning this guideline should be addressed to the Office of the Vice President for Development and University Relations, Old College.

Travel

Each employee required to travel in the performance of his official duties and entitled to reimbursement for expenses incurred shall have prior authorization from his department head or other designated official for the purpose of his travel. Each department is responsible for maintaining a record of employees in the department who have prior authorization for in-state travel. It is not necessary to obtain prior authority or to otherwise notify the University Business and Finance Office of the impending in-state travel. Official travel to points outside the State, but within fifty miles of the State border, may be construed as in-state travel.

Regents' regulations state that reimbursement to an individual may cover only those expenses pertaining to that individual; reimbursements may not include expenses pertaining to other individuals. Exact wording of the Regents' directive is as follows:

". . . . require each person entitled to reimbursement for travel expenses to file his own individual request for reimbursement . . . this would prohibit any employee from paying expenses of another person and claiming reimbursement for such expenses."

When automobile travel is required, private vehicles are generally used, and the employee will be compensated at the rate of 12 cents per mile.

State owned vehicles may not be used to drive to and from an

employee's residence or parked overnight at an employee's residence without prior written approval from the Vice President for Business and Finance.

Further policies on travel both in and out of state are found in a pamphlet available from the Office of the Vice President for Business and Finance entitled "Travel Regulations and Procedures."

Inclement Weather Policy

When inclement weather creates a condition under which there might be a question as to whether the University will operate on a normal basis, a designated administrative official will release to the campus and local news media a statement concerning the University schedule. If the weather condition occurs during the day, the statement will be released through normal distribution channels on campus. However, if the weather condition occurs at night, the statement should be released to the local news media prior to 7:00 A.M. Based on an evaluation of the weather conditions, one of the two following positive statements should be released and University personnel are advised of the ramifications of each announcement indicated in parentheses:

(1) *The University of Georgia will be open and will operate on a regular schedule.* (When this statement is released, employees who do not report and who are not on approved leave will not be paid.)

(2) *The University of Georgia will be closed. Classes will not be held and employees will not be required to report to work.* (This statement will be released only in rare emergencies. However, when it is released, no one will be required to attend classes and only previously designated employees will be required to report to work. All employees will be paid. Under these conditions, those previously designated employees called to meet emergency conditions in units such as Physical Plant and Food Services will have one extra day vacation with pay added to their accumulated vacation.)

Academic and Classroom Policies and Procedures

FACULTY OBLIGATIONS TO STUDENTS

The purpose of The University of Georgia is to provide superior quality in the performance of three major functions of a modern state university:

(1) the communication of knowledge to students, the development in them of the comprehension and skills necessary to continue the quest for knowledge, and the training of students for entry into the professions and scholarly disciplines (teaching and practice);

(2) the discovery and communication of significant new knowledge (research and scholarly publications); and

(3) the outreach to the society which sustains the institution through the application of knowledge to the solution of public problems (public service program).

TEACHING LOADS

A maximum of 15 hours teaching load is normally expected for any faculty member. A minimum number of hours is not required and is determined by breakdown of E.F.T., agreement with the department head and dean, and time allocated for research.

CLASS ARRANGEMENTS

Normally, classes are of fifty minute duration with fifteen minutes between classes. This is not a definitive procedure and may be altered by the instructor, with the approval of the department head or dean, as long as the changes do not interfere with the named procedures and schedules of sudents and other faculty.

Medical excuses are given by the University Health Service only in cases where a student has had a known in-bed illness of at least seventy-two hours under a physicians care, and in cases of in-bed infirmary patients requesting excuses at the time of discharge.

Student absences of three or more consecutive days should be reported to the office of the Dean of Student Affairs for follow-up as these absences may be indications of other problems.

A faculty member who must miss a class should inform his department or division chairman and obtain approval for arrangements for the class.

TEXTBOOK AND STUDENT MATERIAL POLICY

Ordering textbooks and supplemental readings. Academic departments are requested to forward a list of texts to be used for the subsequent quarter to the University Bookstore. Accompanying the text list should be a list of any recommended supplemental readings. Early receipt of these lists gives the University Bookstore adequate time to purchase used books from students and obtain new books from publishers. Forms are sent to all academic departments approximately two weeks after a quarter begins. They should be completed and returned to the Bookstore by October 15 for Winter Quarter, and by May 15 for Fall Quarter. Provision for desk copies is explained in the University Facilities and Services under Bookstore.

Ordering specially prepared study materials and study guides. Departments desiring to do so may prepare mimeographed study materials, case studies, etc., for distribution without charge to students *but may not sell materials* directly to students.

Departments desiring to use locally prepared study guides and materials which are to be sold to students through the University Bookstore are requested to consult with the Office of the Vice President for Instruction for approval and guidance on the production and distribution of such materials. The department head should submit by letter to his dean a request describing the use and nature of the intended materials. The request should indicate pertinent information as to the quantity of copies that will be used over what period of time, and including also a draft of the copy of sample pages. The originating department will be responsible for review and clearing the material for possible copyright infractions. The proposal must be approved and recommended by the dean before consulting with and obtaining the endorsement of the Vice President for Instruction. In some instances, the Vice President for Instruction may wish to set up a faculty review committee to assist in the consideration of the material. When approved, the endorsement will be sent to the manager of the University Bookstore who will in turn deal directly with the department or author concerning specifications for preparation of final reproduction copy and will then make arrangements to print or reproduce copies for sale.

State law *prohibits the University Bookstore from purchasing study materials of any kind directly from any member of the faculty or employee of the University.* As a matter of information, Georgia Code, Section 26-5004, page 114, reads as follows:

> ". . . interested persons acting as government agents. Whoever being an officer, agent, or member of, or interested in the pecuniary profits or contracts of any corporation, joint stock company, or association or of any firm, partnership, sole proprietorship or other business entity, and who is an officer, agent or member of any board, bureau or commission of the State of Georgia, or a member of, or employed by, any authority created by the laws of Georgia, and who is entitled to or receives compensation or per diem in his official capacity or for his official duties, shall not for himself or in behalf of any aforesaid business entities sell any goods, wares or merchandise, personal property or other chattels, to the State of Georgia or any agency thereof. Any violation of this section shall constitute a felony and any person convicted under the provisions of this law shall be punished by imprisonment in the penitentiary for not less than one nor more than 20 years." (Acts 1959, pp. 34, 35)

Ordering supplies. A list of required specialized student supplies should also be sent to the University Bookstore by academic departments. These forms are furnished to the academic departments along with the booklists. Prompt return of the completed forms assures the supplies will be available.

DISMISSAL OF CLASSES

Class attendance and class absences are matters which address themselves exclusively to the student and the professor. The decision to excuse or not excuse students who are absent from class is at the discretion of the faculty members involved. This policy holds as well for students who miss classes because of authorzied field trips. Any student who misses a class because of a field trip must deal directly with the professors involved, and not with the Dean of Student Affairs.

Only an authorized official of The University of Georgia may dismiss classes due to some emergency condition, such as weather. Public announcements of such class dismissal will be made by the Provost's Office via news media. Otherwise, all classes are expected to be conducted as scheduled for the 50 class days in each quarter and each staff worker is expected to report for duty as usual. (See p. 45 for Inclement Weather Policy.)

Classes are dismissed for students on Election Day. The University is not closed, however, and faculty are expected to carry on their normal duties that day. (See p. 55 for Faculty Voting Leave.)

EXAMINATIONS

A final examination schedule is listed in the "Schedule of Classes" bulletin. No departures from the exam schedule may be made, except on the specific recommendation of the dean of the school or college, and the approval of the Vice President for Instruction. Although there are special courses where a final examination of the regular type may not be appropriate, it is the University policy to provide each student the opportunity to stand for a final examination upon completion of the full instructional quarter. For this reason, the examination period is included as an integral part of an academic quarter. Every student is to have the opportunity of a full quarter of classroom instruction. Failure to give a final examination, or including a final examination during the regularly scheduled class period portion of a quarter, short-changes the student.

UNIFORM GRADING AND GRADE POINT AVERAGE

Uniform Grading System. All institutions of the University System of Georgia shall be on a 4.0 grade point average system. The following grades are approved for use in institutions of the University System of Georgia and are included in the determination of the grade point average:

A — excellent (4.0)
B — good (3.0)
C — satisfactory (2.0)
D — passing (1.0)
F — failure (0.0)
WF — withdrew, failing (0.0)

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

I—This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his control, was unable to meet the full requirements of the course. The requirements for removal of an "I" are left to the respective institutions; however, if an "I" is not satisfactorily removed after three quarters of residence, the symbol "I" will be changed to the grade "F" by the appropriate official.

W—This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the appropriate official of the respective institution.

S—This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs.
Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

U—This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs.
Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

V—This symbol indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa.

K—This symbol indicates that a student was given credit for the course via a credit by examination program approved by the respective institutions' faculty. (CLEP, AP, Proficiency, etc.)

Cumulative Grade Point Average. The cumulative grade point average in each institution of the University System of Georgia will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, E, F, or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Institutional credit shall in no way affect the cumulative grade point average. Other averages may be computed by each institution for internal uses as may be required. Institutions are permitted to use other than the Uniform Grading System for the

purpose of grading student progress in Special Studies. This policy is to be implemented no later than Summer Quarter 1976.

A sub-committee of the Student Records Task Force initiated a review of the Uniform Grading System July 3, 1973. In September, 1974, the Student Records Task Force was ready to present the Uniform Grading Proposal for review: The proposal was presented to the Records and Admissions Committee November 19, 1974. The Student Records Task Force in consideration of the Records and Admissions review revised the Uniform Grading Proposal December 5, 1974. The proposal was presented to the Academic Deans January 10, 1975, and the Student Records Task Force again revised the proposal January 21, 1975. The proposal was presented to the Presidents April 10, 1975. An Ad Hoc Committee of Presidents was appointed and revised the proposal May 22, 1975. The proposal was presented to the Student Advisory Council July 19, 1975. The presidents approved the proposal in its present form at their meeting in Athens, August 5, 1975.

COURSE EVALUATION

Each school, department or division determines which of its of courses and instruction. Each school, department or division is responsible for determining the specific policy and procedure to be used for student and peer evaluation.

COURSE CHALLENGES

The following is the University policy on course challenges:

"A student may challenge a course when he thinks that he has mastered the material in it without having attended the lectures. He may do so only once. He should arrange with the professor teaching the course to take the regular final examination or a special examination prepared for him. The examination wlil be given at a time and place of the professor's choice. The challenge of courses is not a student's right, but a privilege. It is up to the individual department to exclude any of its courses from being challenged."

Each school, department or division determines which of its courses (if any) are subject to this "challenge" procedure. Copies of the "University of Georgia Official Course Challenge Form" are available by purchase request from Central Office Supply.

STUDENT MISCONDUCT AND DISCIPLINARY ACTION

The students, faculty, administration, and staff of The University of Georgia are insured the rights guaranteed a citizen of the United States. The University is not a sanctuary where students may escape the responsibilities imposed by law upon all citizens. The University does not condone the violation of a federal, state or local law. Alleged

violations may be referred to the appropriate criminal court and, if the conduct in question also appears to violate any of the regulations as set forth in the Student Handbook, to the Student Judiciary.

COMMENCEMENT EXERCISE

The University has one commencement exercise after the Spring Quarter, usually in June. It is expected that at least one-third of the faculty from each school, department or division will participate in these exercises.

FIELD TRIPS

Legitimate field trips are encouraged and permitted if the following rules are met:

(1) The trip is requested on the proper forms (forms are available from the dean or department head) with the necessary signatures (dean, department head, and requesting faculty member);

(2) A properly executed form is mailed to the Office of the Vice President for Instruction in time to be approved and returned to the department before the trip is made; and

(3) The trip is directly related to a scheduled class at the University, and is educational in nature.

Excuse from class to participate in a field trip is an individual matter between the student and the faculty member involved.

Faculty should exercise extra care in planning and conducting field trips. The University is not liable for student injury on a field trip. A faculty member, however, could be personally liable in the event of negligence.

Policy on Charter Buses

University buses may be chartered under certain conditions for specific educational purposes. The rules are as follows:

(1) Any request for a trip that exceeds 25 miles must be related directly to class work and requested on the proper form through the appropriate department head and dean by the faculty member involved. The form shall be sent to the Office of the Vice President for Instruction, and will only be approved if time is allowed to clear bus scheduling through the Physical Plant.

(2) Charter bus trips will not be approved beyond a 250 mile radius of Athens.

(3) Charter bus service may be provided on a reimbursable basis for authorized trips within a radius of 25 miles of Athens. Such trips must be sponsored by a department or fund listed in the University's Chart of Accounts and approved by an appropriate dean or director.

(4) University trucks may be used on special request for University related "moves" of items or objects from one place to another, i.e., supplies that must be picked up at one location and transported to another.

(5) In the event of future shortages of fuel or other crises, the use of University buses may be curtailed without advance notice.

Faculty Benefits

SALARY

Type "A" contracts cover personnel employed for the academic year consisting of fall, winter, and spring quarters. Compensation is earned at the rate of one third of the contract salary for each academic quarter and is payable at the rate of one-twelfth of the contract salary at the end of each month—September through May—and three-twelfths at the end of the contract period. If employment is for less than nine months, compensation is payable at the rate of one-twelfth of the annual salary at the end of each month and one-twelfth for each quarter employed at the end of the contract period. Any services rendered for only a portion of a quarter will be compensated on a pro rata basis of the quarterly rate. Graduate assistants are generally compensated in three equal installments for each quarter of employment.

Type "F" (Fiscal Contract); "H" (Administrative "A" Contract); and "N" (No Contract) personnel are compensated on a monthly basis at the end of each month or portion thereof covered by the appointment. Month paydays are normally scheduled for the last working day of each month.

SUMMER SCHOOL EMPLOYMENT

Faculty employment on a full-time basis for a full summer session shall be remunerated at a rate not to exceed 30% of the academic year's salary. Generally, the remuneration is at the rate of 10% per course taught during the summer session. Faculty members who are serving as major professors for graduate students can receive a remuneration of 2% of the academic year's salary for each graduate student registered in 930 (Thesis or Dissertation) for the summer quarter. The total reimbursement for direction of the theses and/or dissertations cannot exceed 10% of the academic year's salary. Although a student may register for 930 in subsequent summers, the major professor cannot be recompensed more than once for the same student.

Academic year faculty members employed under an "A" type contract are paid in the summer school payroll for services rendered during the summer.

LEAVE

Annual Leave

The administrative officers of the University and faculty members on a twelve months' contract have annually a vacation of twenty-one working days. The vacation must be arranged at the convenience of

the department, school or office concerned. Employees working full-time shall earn vacation at the rate of one and three-fourths working days per month. If the employee is working one-half time or more but less than full-time he or she shall earn and accrue vacation time in equivalent ratio to his or her percentage of time employed. Earned vacation may be accrued up to a maximum of forty-five working days. A working week for this purpose shall be defined as five days per week excluding Saturday and Sunday. Employees shall be compensated for all accrued vacation time upon termination of service from The University of Georgia. This compensation will be in the form of continued payroll checks until all the time is paid.

Sick Leave

The University will always be generous in dealing with faculty members who are ill or incapacitated for any reason.

When faculty members are absent from their duties because of illness or incapacity, and other members of the faculty can assume their duties on a temporary basis without additional costs to the University, no formal report of the absence to the Board of Regents is required unless the absence extends over a period longer than a month.

If the absence exceeds a month, a request should be made through the department chairman, dean, provost and president to the Board of Regents for sick leave. For employees who have been with the University System less than one year, sick leave is granted with full salary for a period not to exceed two weeks.

The following applies to employees of the University who have been in the System's continuous employ for one year or longer, and who have become incapacitated by illness:

(1) At least one year but less than four years - a sum equivalent to one month's salary from the date of illness;

(2) At least four years but less than eight years - a sum equivalent to three month's salary from the date of illness;

(3) At least eight years but less than twelve years - a sum equivalent to three month's full salary and an additional three months at one-half salary from date of illness;

(4) At least twelve years but less than fifteen years - a sum equivalent to three month's full salary and an additional six months at one-half salary from date of illness; or

(5) At least fifteen years or more - a sum equivalent to three month's full salary and an additional six months at one-half salary, from date of illness, unless the employee is eligible for disability retirement.

Any employee unable to return to work after using up all accumulated sick leave and accrued vacation leave may be given sick leave without pay for a period not to exceed one year. A pamphlet "Long Term Disability Plan" is available from the Personnel Services Division.

Leave of Absence

Upon the request of an individual faculty member, the president may, with the approval of the Chancellor and the Board of Regents. grant a leave of absence, with or without pay. Recommendations for leaves without pay will, as a rule, be approved whenever it appears that the granting of such leaves will not be prejudicial to the interests of the University.

Leave with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development. The program or project on which the applicant proposes to work will be examined carefully and the likelihood of the applicant's being able to accomplish the purposes for which the leave is requested will be considered.

Leave with pay ordinarily will not be granted if the applicant has completed less than six years' employment in the University, nor will it ordinarily be granted for a person in an academic position who has not already completed the requirements for a master's degree. Any person who has been granted a leave of absence with pay shall be required, before beginning his leave, to sign an agreement that he will return the full amount of compensation he receives while on leave if he should not return to the University for at least one year of service after the termination of his leave.

Sabbatical Leave

There is no sabbatical leave policy at the present time.

Military Leave

Personnel who are active members of the Georgia National Guard or reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard will be granted a military leave of absence for active duty training not to exceed thirty (30) days per calendar year with full pay. Such requests for leave must have attached a copy of military orders which call the member to active duty, stating number of days of active training to be performed. Should a request be submitted and not supported by orders it will be treated as annual leave. This policy does not apply to periods of time longer than 30 days.

Maternity Leave

Upon the recommendation of the department head, a regular employee may be allowed maternity leave to the extent of all accumulated sick leave, followed by all accrued vacation leave, and then placed on leave of absence without pay for a period not to exceed one year. In consultation with her physician and department head, the employee should set a date to discontinue work sufficiently far in advance to protect her health and to allow her department to make necessary workload adjustments.

Every effort shall be made to place the employee in the same

position or another position of equal status and pay upon return from leave. Approved maternity leave shall allow the employee the right to elect to continue her group insurance benefits, but does not permit re-employment rights and privileges not provided to others in similar classifications and categories.

Leave for Court Day

Faculty called for jury duty or witness duty will be paid by the University at the normal rate of pay. Leave will be granted upon presentation of official orders from the appropriate court.

Voting Leave

Faculty members are encouraged to vote in all federal, state and local elections. Sufficient time off, with pay, in order to vote is granted.

IDENTIFICATION CARDS

All full-time members of the faculty may obtain identification cards. Similar ID cards are issued to their dependents upon request. These cards are useful and sometimes necessary in establishing identity for such campus privileges as use of the library, athletic facilities and golf course and for entrance to certain athletic events.

To obtain an ID card, the faculty member should obtain application forms from his/her department. The completed forms should be sent to the Personnel Services Division, and an appointment made for preparation of ID cards (photography) by contacting the Personnel Department.

HOLIDAYS

The University observes five legal holidays by closing offices and dismissing classes. They are: New Year's, Independence Day, Thanksgiving, Friday following Thanksgiving, and Christmas. Additional holidays are usually observed during Christmas week, and the specific dates are announced annually by the Office of the Provost.

PARKING, TRAFFIC AND TRANSPORTATION

Parking Permits

Departmental secretaries usually distribute applications for vehicle registration in August or September. They may also be obtained from the Office of Traffic Safety at the rear of Stegeman Hall. There is no charge for regular faculty parking. Permits for reserved parking areas are available to eligible personnel at a cost of $12 - $25.

Traffic Violations

Fines for traffic violations will be deducted from faculty pay checks after a 30 day period, if after this period, the faculty member has not appealed nor responded to the ticket.

Faculty should review the University Traffic and Parking Regulations available from the Office of Traffic Safety.

Campus Transit System

Numerous daily bus routes operate on the campus on class days between the hours of 7:00 am to 6:00 pm. Two buses operate on class days between 6:00 pm and 10:30 pm. These buses are a convenient way of getting from one end of campus to another, and many faculty utilize this service rather than try to find parking space.

LIFE, HEALTH AND LONG-TERM DISABILITY INSURANCES

Group Life, Health and Long-Term Disability Plan insurances are offered through the University. Specific information is found in pamphlets available from the Personnel Services Division.

ANNUITY PROGRAM

There is no annuity program offered through The University of Georgia. However, the University will cooperate in certification and deduction from pay on an approved annuity plan (i.e. tax deferred annuity) that a faculty member may choose.

SOCIAL SECURITY BENEFITS

Terms, conditions, requirements, reservations, benefits, privileges and other conditions of Title II of the Social Security Act, as amended by Public Law No. 761, 83rd Congress, shall apply to all officers and employees of the University System except those specifically excluded under the agreements providing such coverage.

RETIREMENT PROGRAM

The Teachers' Retirement System was created by the Georgia General Assembly to provide all members of the system a plan of financial security during retirement. The law also provides, after a specified period of service, benefits for members who become disabled while in active service and survivors' benefits for the beneficiaries of members who die before retirement.

Since it was first enacted in 1943, the law affecting the Teachers' Retirement System has been amended numerous times. A major change in the method of computing retirement benefits became effective in 1961 when the "money purchase" plan was discontinued. The system then began calculating benefits on the "percentage formula" plan whereby a member's years of service and highest five-year average salary are used to determine the maximum retirement benefit.

All personnel in covered positions of the state's public schools and the University System of Georgia who are employed one-half time or more are members of the Teachers' Retirement System as a condition of employment. Covered positions include all teaching positions, administrators, supervisors, clerks, school, regional and county librarians,

teacher aides, paraprofessionals, public school nurses and employees of the Agricultural Extension Service.

Members of the Teachers' Retirement System currently contribute 6% of their gross salary to the system - by payroll deduction. In addition to their contributions, the employer currently contributes, an amount equal to 8.963% of the member's gross salary to the system.

A faculty member may retire after completion of 30 years of creditable service, regardless of age, OR, after completing 10 years of creditable service AND attainment of age 60. Keep in mind that the "normal" retirement age, as stated in the law, is still 62, so a member who retires before reaching age 62, with less than 30 years of service, is retiring "early." The retirement benefit is reduced for "early" retirement by 0.25% for each month the member is under age 62.

A member is eligible to apply for retirement under the disability provisions of the law if he has at least 10 years of creditable service and is permanently disabled.

Benefits from the Teachers' Retirement System are calculated by using the percentage formula. Simply stated, a percentage, provided by law (currently 1.76%), is multiplied by the years of creditable service (not to exceed 40 years). This product is then multiplied by the average monthly salary for the highest five consecutive years of service. Should a member retire with less than 30 years of creditable service and before reaching age 62, the benefit will be reduced by 0.25% for each month under age 62.

Creditable service includes full, normal active service for which you contracted and for which you have made and are making contributions to the retirement System, and may include prior service in the public schools of Georgia or in the State University System and certain military service.

After completing six years as a contributing member of the Teachers' Retirement System of Georgia, a member may establish one year of credit for service rendered in public educational institutions of other states. With the completion of each additional year of Georgia service thereafter, a member is eligible to establish an additional year of out-of-state service to a maximum of ten years. Out-of-state service may be established for complete academic years only, unless the out-of-state service was combined with Georgia service during the same school year and constitutes a complete year.

The current Teachers' Retirement System law provides for full vesting of benefits after ten years of creditable service with monthly benefits payable when the vested member reachs age 60. The benefits are calculated in the same manner as "early" retirement benefit, i.e., the percentage formula is used and the same age reduction factor is applied (0.25% for each month the member is under 62 years of age). Members who have left service are only eligible for a refund of contributions and interest until such time that age 60 is reached.

After the completion of ten years of service a member may leave a monthly benefit to one beneficiary, or a lump-sum refund of contributions and interest to one or more beneficiaries. Before ten years of credible service, a member may leave only a refund of contributions plus accumulatd interest to a beneficiary or beneficiaries.

A detailed explanation of the retirement system is presented in a handbook "Your Teachers' Retirement System . . . facts for members" available from the Personnel Services Division.

WORKER'S COMPENSATION AND UNEMPLOYMENT COMPENSATION

Employees of the University System are covered by Worker's Compensation Insurance.

CREDIT UNION

A University Employees Federal Credit Union was organized in 1967 under a charter granted by the Bureau of Federal Credit of the U.S. Government. Anyone, student, staff and faculty, employed by the University or its associated agencies is eligible to join the credit union by applying for membership, paying a 25 cents membership fee, and depositing at least $5.00 in a savings account with the credit union. There are many benefits in credit union membership, including a confidential account, access to your money at all times, competitive dividends and immediate eligibility for low interest loans. For further information, contact the University Employees Federal Credit Union.

DEATH OF AN EMPLOYEE

Upon the death of an employee of the University System, there will be paid by the institution in which he was employed deferred compensation to the surviving spouse which shall be determined in the following manner: If the deceased was an employee of the System for less than one year, nothing shall be paid; if he was an employee for one year or more, but less than two years, a sum equivalent to one month's salary shall be paid; if he was an employee for two years or more, but less than three years, a sum equivalent to two months' salary shall be paid; if he was an employee for three years or more, a sum equivalent to three months' salary shall be paid. In all cases, "salary" shall mean the regular salary which the employee was receiving at the time of his death.

This provision shall apply to those employed on a half or part-time basis as well as those employed on a full-time basis at the time of their deaths.

SECTION V.
UNIVERSITY FACILITIES AND SERVICES

Botanical Garden

The University of Georgia Botanical Garden began physically in 1968 with the assignment to its use by the University of approximately 293 acres of land between the Whitehall Road and the Middle Oconee River. This land is particularly suited to the purpose because of its varied topography and micro-climates, and the wealth of the natural vegetation of the area. The Garden is primarily a natural arboretum with specimens of the existing plants labelled along several miles of nature trails. Over 125 species of woody plants have been identified, plus many more herbaceous annuals and perennials.

The Botanical Garden serves the University as an outdoor laboratory for regular and special classes of plant oriented disciplines in the University as well as for certain types of research. To use the Garden area for teaching or research, permission must be obtained from the Director. The kind of research and instructional activities permitted in the Garden are determined under guidelines decided on by the Botanical Garden Board of Advisors. Service to the public is provided in the nature trails with labelled plants for self-instruction. Occasional guided tours of special groups are provided as time and personnel permit.

Campus Mail

The Campus Mail Section is responsible for pick up and delivery of all internal campus mail throughout the University. Mail is picked up and delivered to all buildings twice daily, Monday through Friday. The campus mail system is not be used for personal use.

Central Duplicating Service

A complete facility that provides high quality duplicating and copying service is located in the basement of the Business Services Building. Any department may utilize these services.

Computer Center

The Office of Computing Activities has five divisions: Institutional Services, Computer Services, Information Services, Educational and Technical Support Services, and Research, which are responsible for all computer operations at the University.

The processing units presently in operation are an IBM 370 Model 158, an IBM 360 Model 65, a CDC 6400 all of which are interconnected. The CDC 6400 services the University System of Georgia Network of 30 colleges and universities. The University's instruction and research as well as over 60 various administrative systems are supported by the IBM 370/158 and IBM 360/65. To these processors are attached a variety of peripheral devices including tape drive, disks, drums, data cells and about 150 remote terminals. In addition to these primary processors one IBM 1401 and a SCIDATA are also operated for various users. A CALCOMP plotter and a SCAN OPTIC Optical Character Reader are also in operation.

The scientific languages FORTRAN and ALGOL, the business language COBOL, and the general purpose language PL/1 are all in use on at least one machine. An assembler language is available for every machine.

CPS, Conversational Programming System, is supported under Time Sharing Option (TSO) on the IBM computers. Control Data equipment operates the author language PLANIT and Basic 2.1 in addition to the simulation languages SIMSCRIPT and SIMULA.

Applications packages presently available include: Biomedical Computer Program (BMD), DATATEXT, Statistical Packages for the Social Sciences (SPSS), Statistically Oriented Users Programming and Consulting (SOUPAC), Statistical Analysis System (SAS), Compustat Information Retrieval Programs, Multi-Access Retrieval System (MARS), SSPLIB (System/360 Scientific Subroutine Package), ACCLIB (Time Sharing System Applications In Accounting), KRONOS, QMLIB (Time Sharing Applications in Decision Sciences), Mathematical Programming System (MPS), and Continuous System Modeling Program (CSMP).

Access to basic hardware facilities provided by the Office of Computing Activities is granted by the parent department of the users. Information concerning opening of new accounts with the Office of Computing Activities may be obtained from the Office of Computing Activities Billing Office, Room 120, Boyd Graduate Studies Building.

Technical Support Department provides assistance for computer utilization. This department assumes responsibility for standard programs and provides assistance in the areas of programming and control languages to all faculty and staff at no charge.

Other services are also available at a nominal charge through the Information Services Division. The Software Services Department disseminates programs originally developed by the National Aeronautics and Space Administration (NASA), the Department of Defense (DOD), other governmental agencies and academic and industrial organizations. The Georgia Information Dissemination Center (GIDC) Department provides researchers with references to current and past literature in their particular fields of interest. At the present time,

this Department provides services on twenty data bases covering a broad spectrum of disciplines. More complete information on these 20 data bases is found in a brochure provided by GIDC. For further information on computer services provided by the Office of Computing Activities, please contact the Office of Computing Activities.

Instructional Resources Center

The Instructional Resources Center (IRC) was established to assist colleges, schools, departments and individual faculty members in the utilization of modern media in instruction and is currently located in the School of Journalism building. The preparation of charts, graphs, overhead projectuals, artwork for slides, and visuals for television is the responsibility of the graphics department. The photographic department prepares slides, photographs, and duplicate slides. The IRC also duplicates audio tapes, both the reel-to-reel type and cassettes. The equipment pool contains several types of recorders, slide projectors, 16mm projectors and 8mm projectors. This equipment is delivered and an operator provided for users in the General Classroom Building. It is available for loan campus-wide if the user will pick up and return the equipment. Closed-circuit television production is also a part of the resources available to the faculty.

The IRC provides to the University community consultation concerning the utilization and/or purchase of equipment for visual presentations. The services of the IRC are generally without charge to instructional users. However, projects requiring extensive production or requiring special materials may necessitate supplemental funding from other sources. Services to non-instructional University functions will be provided on a cost basis as materials and equipment are available.

Georgia Museum of Art

The Georgia Museum of Art was founded in 1945 by Alfred H. Holbrook, a retired New York attorney. Many of the Museum's first works of art were donated by Mr. Holbrook in memory of his late wife. The *Eva Underhill Holbrook Memorial Collection of American Art* consisted of one hundred works by one hundred artists representing one hundred years of art. The collection has experienced enormous growth through the generosity of Mr. Holbrook and other benefactors and now accounts for the major portion of the Museum's more than four thousand works of art. The permanent collection (including the Holbrook gifts) consists of paintings, prints, drawings, pottery, and other objects from 1490 to the present. It is primarily composed of American works but also includes fourteen European

paintings from the Samuel H. Kress Foundation and as well as several thousand European prints.

The Museum annually presents 15 to 20 exhibitions, not only from its own collection but also from outside sources including The American Federation of Arts, The Museum of Modern Art in New York and the International Exhibitions Foundation. The Museum also cooperates with various departments in scheduling exhibits of common interest. The Museum is dedicated to the concept of instructional service not only to the University but to the community and entire state as well. Extensive files are maintained on each object for the benefit of students. Classes from kindergartens, Head Start programs, elementary schools, high schools, and colleges throughout the state are enriched by visits to the Museum. Tours are scheduled not only by art classes but classes in history, classics, home economics, sociology, environmental design, languages, journalism, and architecture as well.

The Georgia Review

The *Georgia Review* is a University quarterly, founded in 1947 by John Donald Wade. Its concerns are those valued by the University community at large as well as by the ever growing number of University graduates. By discriminating the more permanent from the more ephemeral values, the *Review* appeals both to specialists and to general readers everywhere. It publishes essays, fiction, poetry, and book reviews on many subjects in a variety of styles and tones. It draws from a wide range of interests, including literature, history, philosophy, arhcitecture, ideas, and the musical and visual arts. Issues may be bought or subscriptions entered in the business and editorial offices in the Main Library.

Libraries

The University of Georgia campus libraries include the Main Library (Ilah Dunlap Little Memorial Library) which has a nine-story annex opened in 1974; the South Branch or Science Library; and the Law Library. The Libraries have recently undergone some important changes which include remodeling, moving into the new annex and staff reorganizations.

CIRCULATION POLICY

The Libraries try to allow as much material to circulate as possible. Faculty members may borrow almost any item with obvious exceptions such as a rare or fragile items, reference material and current periodicals. The Libraries are "open stack" which means patrons are free to browse through the stacks and select their own material.

To charge out a book, the borrower should present the book, a

completed charge card, and his faculty I.D. card at the Circulation Desk. Reservations may be placed on a book that is charged out and the faculty member will be notified when the book becomes available.

Books charged to faculty members may be kept until April 1 of each year. There are certain exceptions to this policy such as reserve books, dissertations, and periodicals; faculty members are encouraged to return all books which they are not currently using. Any book charged out to faculty members may be recalled after two weeks if it is requested by another library patron. Books on the Reading for Pleasure shelves are charged out for two weeks.

A student, secretary or anyone else may charge out a book for a faculty member if he presents a written authorization to the appropriate library circulation desk. The person receiving the book must give his name at the time the book is charged out, but the faculty member is responsible for the book.

ORDERING BOOKS

The Libraries are currently switching to a new method of building their collections. Instead of a central acquisitions department, there are now subject bibliographies responsible for obtaining material in their areas of specialization. A faculty member who wishes to order material should discuss his needs with the appropriate subject bibliographer.

BORROWING PERIODICALS

Material in the Current Periodicals Room, usually the issues in the current volume, may not be borrowed. Back issues of periodicals, however, may be charged out for a three-day period if a photocopy of the material will not suffice.

SECURITY SYSTEMS

The Main Library employs checkers at the exit who inspect all books, briefcases and so on. A few extra minutes should be allowed for this inspection at peak traffic hours when lines may form at the check stations. The South Branch/Science Library has an electronic system which detects material not properly charged out of the library.

PLACING MATERIAL ON RESERVE

Faculty members may place material on reserve by filling out a simple form. These are usually available through the secretary of each school or department on campus, as well as from the Main Library reserve desk. Reserve books may be issued for two hours, three days or seven days.

Reserve lists should be submitted to the Library as early as possible, but at least 30 days before each quarter begins. This amount of time is required to prepare the books for the reserve shelves and obtain extra copies if necessary. To retain an existing reserve list, faculty

members should notify the circulation department of the appropriate library before the final examination week of the previous quarter.

CARRELS

Study carrels are available to faculty members engaged in research. Applications should be made to the Circulation Librarian in the Main Library or to the Librarian of the Science/South Branch Library.

DELIVERY AND PICKUP SERVICE

Both Main and South Branch/Science Libraries offer to faculty members a special delivery and pickup of books requested via telephone. Requests should be made through the circulation departments of each library.

INTERLIBRARY LOAN SERVICE

The enormous resources of the Interlibrary Loan Service are available to faculty members, graduate students and juniors and seniors in the Honors Program for any material needed for original research. If a library patron is not sure whether to obtain material by purchase or through the Interlibrary Loan Service, he should consult the appropriate subject bibliographer or a member of the Interlibrary Loan Service staff.

The UGA Libraries' policies are based on the National Interlibrary Loan Code of the American Library Association. A copy of these policies is available from the Interlibrary Loan office in the Main Library. Briefly, the guidelines are:

- Out-of-print domestic material and all foreign material are usually available more quickly through ILS than by direct purchase.
- U.S. material which is in print and obtainable at a reasonable cost is usually not available through ILS as a photocopy.
- Some microforms are available through ILS, especially microforms of newspapers.
- Any conditions imposed by the library lending the material must be carefully observed so that the UGA Libraries will not lose their borrowing privileges.

COPYING SERVICE

Both the Main and South Branch/Science Libraries have coin-operated copy machines available throughout their buildings, as well as central copy rooms containing "quick copy" equipment. The "copy" equipment may be operated by the library patron or a staff member of the library. For faculty members unable to come to the libraries, copying service is available through telephone requests. Requests for these services should be made through the circulation departments of the Main and South Branch/Science Libraries.

Printing Department

The Printing Department, located in the basement of Terrel Hall, provides high quality printing services in the areas of type-setting, offset printing, letter-press printing and binding. Any department may utilize the services of this unit.

Public Safety

Headed by the Director of Public Safety, the staff consists of an Assistant Director who also serves as Chief of Police of The University of Georgia Police Department; a Manager of the Safety Services Department; and a Manager of the Traffic Safety Department.

The UGA Police Department has the responsibility for providing full peace officer authority on the properties of the University.

The Safety Services Department has the responsibility for professional specialized attention to Radiation Safety, Laboratory Safety, Accident Prevention Control, Fire Prevention, and Environmental Safety Programs. It is charged with the enforcement of Georgia Fire Safety Code and conducting inspections relative to Georgia Public Health Laws and Regulations as they apply to Food Service, Dairy and Pasteurization Plants, Rodent and Pest Control, Swimming Pools, Air Samples, Noise Control, disposal of organic solvents, and other areas of environmental safety. The department is charged with using guidelines set up under the Occupational Health and Safety Act in developing operational standards for life safety and property safety for the University community.

The Traffic Safety Department has responsibility for traffic and pedestrian safety engineering studies, parking control programs relating to registered cars, and movement and parking problems involving motor vehicles and bicycles on campus.

The UGA Police Department is responsible for conducting the Northeast Georgia Police Training Academy, sponsored by the Northeast Georgia Area Planning and Development Commission. This Academy provides basic recruit training to state, municipal, and county law enforcement officers in the northeast Georgia area. Officers of the Department are also involved in lecturing on law enforcement problems in academic areas such as Political Science, History, Sociology and Physical Education.

The Safety Services Department conducts numerous training classes relating to safety—Radiation, Laboratory and environmental safety for faculty and students. The Accident Prevention Safety Officer conducts training classes for students and employees. Training classes are conducted in fire prevention for employees and students. The Environmental Safety Officer conducts training classes for Food Service personnel and teaches courses in environmental health. Environmental

safety includes inspections for proper insect and rodent control, proper maintenance of swimming pools, sewage disposal and water supply, proper organic disposal and waste management, and conducting noise surveys and air sampling.

The Traffic Safety Department conducts Driver Education Programs for employees.

Research Park

The University of Georgia Research Park is located on the southeast perimeter of the campus and includes a public sector of 400 acres and a private sector of about 100 acres. The purpose of the Park is to provide a protected park-like development for mutually harmonious and beneficial research, development and educational facilities in convenient proximity to The University of Georgia. The Park is being developed as a center for specialized University, state and federal research facilities and equipment, as well as private research facilities serving the needs of commerce and industry.

Research Park scientists conduct basic and applied studies in animal and plant pathology, agricultural engineering, bacteriology, botany, chemistry, ecology, entomology, forest management, food science, geology, pharmacy, physics, poultry science, water pollution, work with them. Facilities that are presently located in the Research tion of the mentally retarded together with training of personnel to work with them. Facilities that are presently located in the Research Park are:

Agricultural Research Facilities (UGA)
Arthritis Research Facility (UGA)
Botany and Biochemistry Research (UGA)
Cobalt 60 Irradiation Facility (UGA)
Forestry Sciences Laboratory (Federal)
Georgia Retardation Center, Athens Branch (State)
General Research Building (UGA)
Institute of Ecology (UGA)
Northeast Georgia Area Planning and Development Commission
Poultry Disease Research Center (UGA)
Psychology Animal Behavior Laboratory (UGA)
Richard B. Russell Agricultural Research Center (Federal)
Southeast Poultry Research Laboratory (Federal)
Southeast Environmental Research Laboratory (Federal)
Southern Regional Poultry Genetics Laboratory (UGA)

Many scientists working in federal and state labs have received adjunct appointments to the University faculty. Other scientists from the Park frequently give lectures and conduct seminars for University faculty members and students.

Additional information on Research Park facilities may be obtained from the Office of the Vice President for Research.

University Bookstore

The University Bookstore is located in a beautiful modern building at the end of Baxter Street across from the stadium. The store has all required texts plus art, engineering and general school supplies. In addition, the store features a paperback book department of many titles, as well as novelties, gifts and convenience items. Unusual books not carried in stock may be procured through the Bookstore's special order department. Each quarter the store features a publishers' close-out sale that offers a wide variety of interesting books at low prices.

DISCOUNTS

All essential educational materials and supplies are sold at the lowest possible prices. A 20 percent discount (based upon publishers' suggested selling price) is extended to faculty on the purchase of books.

Only regular faculty (including administrative personnel and other research and service personnel with faculty status) are entitled to discounts when purchasing books at the University Bookstore. Graduate assistants, including teaching assistants, are not considered part of the regular faculty.

No discounts are allowed on merchandise in the University Bookstore, other than on books.

PROMOTIONAL AND CLEARANCE SALES

Books that have been discontinued are sold to another school or to a wholesale book company when possible. Other obsolete or damaged merchandise is reduced and sold in the main store. Periodic sales on special purchases "publishers' close-out" books permit additional savings for students and faculty.

CASHING CHECKS

Faculty and staff may cash checks at the bookstore. Checks may be cashed at no charge for amounts up to $25.00 beyond the amount of purchase if the purchase exceeds $1.00. A charge of 10¢ will be made for checks which do not involve a purchase or when the purchase is below $1.00.

PROVISION FOR DESK COPIES OF BOOKS

Faculty members may obtain order forms from the University Bookstore if they desire to order desk copies of new books. A supply of order forms is also furnished to each department head for distribution to the faculty. When a faculty member needs a desk copy immediately, the University Bookstore will issue the book and charge it to

the faculty member on a special account. The faculty member can then obtain a replacement copy from the publisher which will be accepted by the Bookstore for full credit if in new, salable condition. Desk copy accounts not cleared within 120 days are transferred to the faculty member's regular personal account.

CREDIT SALES

The University Bookstore is authorized to grant credit only to full-time faculty (including administrative personnel with faculty status). Statements are mailed monthly and payment is due within 30 days.

University of Georgia Press

The University of Georgia Press was organized in the summer of 1938 with the stated purpose of "publishing scholarly books and monographs." Its primary function is to publish the results of research and scholarship for the benefit of scholars and students and to publish readable and authentic interpretations of such material for the educated layman. The Press also publishes works which interpret and preserve the history and culture of the state and region. Included among its publications are books on various university disciplines: agriculture, anthropology, archaeology economics, education, fine arts, history, journalism, language and literature, law, philosophy, political science, science and sociology.

Through its publishing program the Press carries the work of scholars beyond their campuses to the specialist and to the public at home and abroad, putting to use the results of scholarship, research, and creative thought. The Press is currently expanding its list of titles. During the past ten years it has published 175 titles which have been distributed to libraries, bookstores, teachers, students, and interested laymen throughout the United States and foreign conutries.

The imprint of the Press is controlled by a 12-member faculty Editorial Board. In addition to the Director, the staff is composed of eleven full- and five part-time employees.

University Relations - Public Relations

The Vice President for Development and University Relations is responsible for the planning, coordination, and conduct of all programs involving alumni and friends of the University, fund-raising, and public relations.

The principal functions of the offices of university and public relations include keeping the people of Georgia and the University community informed of the developments and activities of the University; channeling useful information to the public from teaching, re-

search and extension personnel by way of press, radio, television and other mass media; editing and circulating bulletins and other publications; and offering guidance in public relations matters.

So that all departments and the University as a whole will benefit to the greatest extent from the services of the Public Relations Office, the full cooperation of every University faculty member is needed. Obviously, it is impossible for the Public Relations staff to keep in frequent contact with all faculty members. For that reason it is highly desirable that each school, department or division establish procedures to keep the Public Relations Office fully informed of significant activities.

Please notify the Public Relations staff of new projects being launched, particularly those of service to students and the public. Also, keep the department informed of major participation in off-campus convention and conference programs, presentation of papers, and other developments of general interest. Through this cooperation the reputation and prestige of The Univeristy of Georgia will be enhanced.

University Shops

The Vice President for Research, through the Office of General Research, administers the following shops and service facilities which are available to the University faculty members:

CENTRAL RESEARCH STORES

This facility, which is located in Whitehall, provides a central scientific supply and equipment agency for the University.

ELECTRONICS SHOP

The Electronics Shop, located in the Physics Building, provides repair service for equipment used by University researchers and will design and construct original equipment, systems, and applications.

GLASSBLOWING SHOP

This facility, located in the Chemistry Building, fabricates and repairs pieces of special glass apparatus which are usually custom made items unavailable commercially.

INSTRUMENT SHOP

The Instrument Shop, located in the Physics Building, designs and fabricates research equipment for all departments within the University Science Division as well as the Marine Institute and other off-campus University facilities.

CARTOGRAPHIC LAB

This facility, located in the Geology-Geography-Speech (GGS) Building, is available to assist researchers in high-quality production of

maps, charts, statistical data, map data compilation, and other graphic illustrations necessary for publications and oral presentations.

GEOCHRONOLOGY LABORATORY

This facility is located in the Geology-Geography-Speech (GGS) Building and is available to assist researchers in measuring the activity of Carbon-14, a radioactive carbon isotope found in all living organisms, and in determining the age of archeological and geological samples.

University Testing and Evaluation Center

The University Testing and Evaluation Center, a Department of the Division of Student Affairs, offers test analysis and scoring services to University faculty and students. The availability of test scoring machines, answer sheets, data processing equipment, and technical advice, makes it possible for instructors to be relieved of clerical functions so they can use their time more effectively in teaching and research.

The IBM 1230 Optical Mark Scoring Reader scores tests and records the scores by printing them on the answer sheets (and/or punching them onto IBM cards.) The 1230 was designed especially for application in schools, colleges, business, and government, where objective tests are used to measure academic achievement, mental traits, or vocational interest. Scoring is performed on the standard 1230 by counting the number of right answers, the number of wrong answers, or the number of questions left unanswered. The Formula Counter permits scores to be developed using a formula (right minus a percentage of the wrongs). If more than one response position for a question has been marked, the 1230 can ignore the question, count it wrong, or select the answer sheet into an auxiliary stacker for manual processing.

The IBM 534 card punch, when attached to the 1230, provides punched-card output for the 1230. One card can be punched for each answer sheet processed in the 1230. This special feature punch eliminates the need for manual keypunching of responses to specific questions and test scores. These punched cards with responses and scores provide the basic data needed for item analyses.

The University Testing and Evaluation Center has an IBM 1230 Optical Mark Scoring Reader with an IBM 534 card punch attached. Test scoring services are available, without charge, to faculty members when tests to be scored are used for instructional purposes. Services are also available, for a moderate charge, for research purposes. IBM 1230 answer sheets are available from the Testing and Evaluation Center at no charge for instructional purposes.

Tests may be scored number right, number wrong, rights minus wrongs, rights minus ½ wrongs, rights minus ⅓ wrongs, or rights minus ¼ wrongs. The 1230 cannot convert a score to a percent. The

scoring machine will yield part scores if desired. The Testing and Evaluation Center is also able to furnish an IBM card punched with item responses which can be used by the Computer Center to provide an item analysis of any test.

Any faculty member who desires assistance in constructing objective tests or who wishes to obtain answer sheets or instruction for administering machine-scored tests should contact the Testing and Evaluation Center in the Academic Building (Room 308).

Appointments should be made for final exam scoring but appointments for scoring at other times are not necessary.

Veterinary Hospital

The University Veterinary Hospital and supporting laboratories do offer services; however, the case load is drawn primarily from the Athens area. Therefore, the hospital must be considered mainly as a teaching facility, although referrals of unusual cases by veterinarians throughout the state are accepted and constitute a service of the School of Veterinary Medicine.

SECTION VI.

SOCIAL, CULTURAL AND RECREATIONAL OPPORTUNITIES

Spectator Sports

A variety of sports is available at the University. The location and seating capacity for each sport facility is outlined below.

Sport	*Field or House*	*Seating Capacity*
Baseball	Frank D. Foley Field	2,500
Basketball	Coliseum	10,400
Football	Sanford Stadium	59,000
Golf	University of Georgia Golf Course	———
Gymnastics	Coliseum	10,400
Swimming	Stegeman Hall	500
Tennis	Henry Feild Stadium	1,500
Track	University Track	2,000
Wrestling	Coliseum	10,400

Training facilities located within the Coliseum include main training room with steam bath, small training room, and weight room; a theatre-style meeting room; and dressing facilities for football, basketball, track, baseball, and wrestling. Henry Feild Stadium has dressing quarters for tennis teams and Stegeman Hall contains dressing quarters for swimming teams. There are also four practice football fields.

Season tickets to football and basketball games are available to faculty members and their families at reduced prices. Entrance to other sporting events is usually by I. D. card or a nominal charge.

Athletic Facilities

Faculty members and their families are invited to take advantage of the athletic facilities at Stegeman Hall and the Physical Education Building (South Campus).

Stegeman Hall is open for recreational play in the late afternoon and night, on weekdays, and afternoons on the weekend. Basketball courts, handball courts and the weight room are available if the facilities are not being used for classes. The Olympic swimming pool is open for family swimming on the same schedule. There is a faculty locker room, and towel and locker service is available for $6.00 per year.

The Physical Education Building is open on a more limited schedule for gymnasium and pool activities.

Sports equipment may be checked out during recreational hours with a faculty I. D. card.

The University of Georgia Golf Course is one of the finest student/faculty recreational facilities in the nation. Facilities include an 18-hole championship course, driving range, chipping green, and putting greens. The course is located on Milledge Extension, off East Campus Road. Clubs, balls, pull-carts and gas golf carts are available.

University Union

The Department of Student Activities/University Union is responsible for providing effective programs, services and facilities for the students of The University of Georgia. The University Union is open to all members of the University community, and faculty members are encouraged to take advantage of the many services, facilities, entertainment, and cultural programs. Meeting rooms are available for conferences and lectures and are available to faculty groups on an on-call basis. Further information can be obtained at the Union Office in Memorial Hall.

ENTERTAINMENT

The Entertainment Division presents dances and jam sessions throughout the year featuring some of the area's finest talent as well as top national acts.

CINEMATIC ARTS

The Cinematc Arts Division presents a weekly movie series in the South P-J Auditorium with occasional additional exhibitions in Visual Arts and Memorial Hall with prices ranging from 75 cents to $1.50.

IDEAS AND ISSUES

The Ideas and Issues Division presents some of the nation's most provocative and enlightening speakers.

RECREATION DIVISION

The Recreation Division each year sponsors competition in several sports as well as exhibitions. Tournament Week included competition in billiards, snooker, table tennis, chess, and bowling. The Division also sponsors a road rally and a bike race.

FINE ARTS DIVISION

Programs include an Opera and Dinner program, theatre presentations, and musical revues.

CULTURAL AFFAIRS

Cultural Affairs presents a wide range of entertainment in the form of concerts, plays, and performances.

SPECIAL EVENTS

In addition to the seemingly endless array of activities provided for the benefits of the university and community, the Union also sponsors many special events each year. The Bridal Fair and the International Gift Bazaar are among the most notable.

Fine Arts

Directly related to University employment are such activities as concerts, recitals, art exhibitions and dramatic presentations by individuals and units of the Fine Arts division of the College of Arts and Sciences.

ART

The Department of Art maintains a Visual Arts Gallery where a continuous variety of exhibitions of the Art Department faculty and students and invited exhibitors from across the country may be seen.

Children's art classes are held every Saturday. Adult classes in drawing, painting and applied arts are offered every quarter through the Center for Continuing Education.

DRAMA AND THEATRE

The Department of Drama and Theatre has several programs that may be of interest to University faculty members. Five or six productions are presented each season in the newly renovated Fine Arts Building. There is also a repertory theatre during the summer. The Athens Creative Theatre presents numerous children's plays, puppet presentations, etc., and provides classes for youngsters during the year. There are opportunities for faculty members and spouses to act and participate in several of the University Theatre productions. Courses are available in the Department of Drama and Theatre to faculty and spouses who wish to start or continue their interest in theatre. Several dramatic events are brought to the campus each year on a touring basis.

MUSIC

Each quarter, including the summer quarter, the Music Department schedules a variety of recitals by faculty, visiting artists, graduate students, and undergraduate students. Thursday evening recitals are customarily presented by faculty members or visiting artists, e.g., pianists, flutists, or small chamber groups such as the University String Quartet, Woodwind Quintet, or Brass Quintet.

Programs are presented by the University Civic Symphony Orchestra, The University Chorus, The University Band, The Georgia Singers, The Men's Glee Club, The Women's Glee Club, The Varsity Band, The Jazz Ensembles, and The Opera Workshop. University faculty members are invited to participate in these various organizations.

The Music Department conducts a pre-college string program, headed by a faculty member and carried out with the assistance of graduate students and qualified undergraduate string majors.

Georgia Center for Continuing Education (Adult Education)

The Georgia Center's Community Program offers a full range of non-credit short courses for adults that may be of interest to faculty members and their families.

As a general policy, faculty members may register and attend any of the many center's conferences, workshops and institutes at no charge provided there is available space.

University Women's Club

The purpose of the Women's Club is to promote good fellowship among its members, to furnish them organized opportunities for profitable association, and, when possible, to further the interests of the University.

Any woman faculty member, wife or hostess of a faculty member, member of technical or administrative staff, or wife of technical or administrative staff, holding rank of instructor or above, house mother, and any woman, now a widow, who was eligible at the time of the death of her husband is eligible for membership.

New women of the University community shall be automatically members of the Newcomers' Club upon joining the University Women's Club. A woman faculty member is eligible for Newcomer status at the time of her appointment to the faculty.